

Job Description – Senior Merchandiser / Sales Coordinator

Company: Fine Décor By Ashvira Fashion.

Location: Mumbai

Role: Senior Merchandiser / Sales Coordinator

Employment Type: Full-time, Permanent

About Us:

Fine Décor by Ashvira is a leading manufacturer of premium-quality fabrics, committed to delivering top-notch textile solutions to our diverse clientele. With a strong presence in the textile industry and continuous growth, we are looking for a skilled and dynamic Senior Merchandiser / Sales Coordinator to join our team.

Role Overview:

The ideal candidate will be responsible for managing merchandising operations, coordinating with customers and internal teams, and ensuring seamless execution from order to delivery. Candidates with strong follow-up, communication, and negotiation skills are encouraged to apply.

Key Responsibilities:

- Understand and manage various types of fabrics, processes, printing, and job work.
- Handle customer inquiries and efficiently process sales orders with accuracy.
- Coordinate with production, logistics, and warehouse teams to ensure timely order execution.
- Track orders and follow up with internal teams to meet delivery timelines.
- Prepare quotations, proposals, and presentations for clients.
- Maintain and update customer records, reports, and sales data.
- Build and maintain strong relationships with clients for repeat business.
- Troubleshoot and resolve order or client-related concerns effectively.

- Maintain accurate documentation, sales reports, and MIS.
- Ensure timely follow-ups and close orders professionally.

Skills & Requirements:

- 2-4 years of experience (Textile / Fabrics industry preferred)
- Strong knowledge of fabrics, printing processes, and job work
- Excellent communication and client-handling skills
- Strong coordination, negotiation, and follow-up abilities
- Proficiency in MS Office & CRM tools
- Ability to multi-task and handle client demands efficiently
- Confident, proactive, and result-oriented personality
- excellent communication & coordination skills may also apply

How to Apply:

Interested candidates may send their resume to:

Email: hr@finedecorhome.com