



JOB DESCRIPTION

TITLE:	Sales Coordinator 1, 2, 3, 4	DATE:	1/2009
REPORTS TO:	Sales Operations Manager	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Corporate Administration	MGT/SPVR:	No

SUMMARY

The Sales Coordinator is responsible for accurate and timely quotes for an office or assigned team. Researches products, responds to client inquiries, and provides general internal sales support to sales team(s). Must frequently engage with clients, be highly focused on sales efforts and provide excellent customer care. Requires a high level of client interaction and communication on a daily basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- Primary point of contact for assigned clients
- Enter client information into CRM as needed to help assist in the sales effort.
- Creates specifications.
- Calculates discounts for specifications.
- Verifies specifications.
- Creates budgetary, CAP and/or spreadsheet quotes.
- Organizes and submits order entry package.
- Supports other team members as needed.
- Establishes and maintains excellent client relationships.
- Other duties as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

Sales Coordinator 1 - Requires a high school diploma or GED plus Bachelor's degree and up to 2 years of related experience; or equivalent combination of education and experience. Has knowledge of commonly-used concepts, practices, and procedures within field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Operations database experience is preferred, as well as previous working experience with Microsoft Word, and Excel.

Sales Coordinator 2 - Requires a high school diploma or GED plus Bachelor's degree and up 2-5 years of related experience; or equivalent combination of education and experience. Familiarity with standard concepts, practices, and procedures within field. Relies on limited experience and judgment to plan and accomplish goals.

Operations database experience is preferred, as well as previous working experience with Microsoft Word, and Excel.

Sales Coordinator 3 - Requires a high school diploma or GED plus Bachelor's degree and at least 5 years of related experience; or equivalent combination of education and experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead, train and direct the work of others. A wide degree of creativity and latitude is expected. Operations database experience is preferred, as well as previous working experience with Microsoft Word, and Excel.

Sales Coordinator 4 - Requires a high school diploma or GED plus design related Bachelor's degree and at least 7 years of related experience; or equivalent combination of education and experience. Proficient in a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to independently plan and accomplish goals. Performs a variety of tasks. Often leads, trains and directs the work of others. A wide degree of autonomy, creativity and latitude is expected. Operations database experience is required, as well as previous working experience with Microsoft Word, and Excel.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information, verbally and in English, in one-on-one and small group situations to customers, clients, vendors, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization may exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands and fingers to operate a computer keyboard, mouse, and telephone keypad. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.

Equal Opportunity Employer—minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.

