



The People Mosaic

Where People Become Possibilities

Job Title: Sales Coordinator

Location: Kalbadevi (In-Office)

Salary: ₹25,000 per month

Experience: 2–5 years

About the Role

We are looking for a proactive and detail-oriented **Sales Coordinator** who can support the sales process end-to-end — from handling inquiries to ensuring smooth documentation and follow-ups. This role is ideal for someone who enjoys coordination, client communication, and has a strong sense of ownership.

Key Responsibilities:

- Handle **client communication via email** with clarity and professionalism
- Prepare and share **Proforma Invoices (PI)** with clients promptly
- Generate and manage **E-Way Bills** for order processing
- Track and respond to **IndiaMART leads**, ensuring quick turnaround and conversions
- Coordinate closely with the sales and operations team for order execution
- Maintain accurate records of leads, orders, and follow-ups
- Ensure smooth documentation and support the sales cycle from inquiry to dispatch

Requirements

- Strong communication and follow-up skills
- Basic understanding of **sales coordination / order processing**
- Familiarity with **IndiaMART lead handling** is a plus
- Knowledge of **Tally** is preferred
- Proficiency in MS Excel and email communication
- Organized, responsive, and execution-focused

What We are Looking For

- Someone with a **sales mindset** — quick, responsive, and result-oriented
- Ability to **follow up consistently** and not let leads go cold
- A person who takes ownership of tasks and ensures closure
- Comfortable working in a fast-paced, in-office environment