

## Sales Coordinator

**Location:** Mumbai

**Experience:** 2 to 5 years

**Industry:** System Integration / IT Hardware / AV / Networking / IT Solutions

**Employment Type:** Full-time

### Job Summary:

We are seeking a Sales Coordinator to support the sales team in handling client communications, preparing proposals, processing orders and ensuring smooth coordination between internal departments. The ideal candidate will have experience in IT hardware sales support and an understanding of sales operations and documentation processes.

### Key Responsibilities:

#### Sales Support & Coordination

- Assist the sales team in preparing quotations, proposals, tenders, and RFP responses.
- Coordinate with vendors, suppliers, and internal teams to gather pricing, product specs, and delivery timelines.
- Manage sales documentation, including POs, invoices, client records, and contracts.
- Track sales orders, follow up on deliveries, and ensure client requirements are met.

#### Customer Communication & Follow-Up

- Handle customer inquiries, share product/service information, and support basic pre-sales queries.
- Schedule and coordinate client meetings, demos, and site visits for the sales team.
- Maintain high levels of customer service and client satisfaction.

#### Reporting & CRM Management

- Maintain accurate records in the CRM system (leads, opportunities, activities, and follow-ups).
- Generate and share regular sales reports, pipeline updates, and performance dashboards.
- Track team targets and follow up with sales executives for status updates.

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### **Internal Coordination**

- Collaborate with procurement, technical, logistics, and finance teams for order execution.
- Coordinate with marketing for product collaterals, presentations, and promotional campaigns.
- Help in planning and supporting sales events, exhibitions, and product launches.

### **Qualifications & Skills:**

- 2 to 5 years of experience in sales coordination, inside sales, or sales administration.
- Strong understanding of IT hardware, AV, and networking product lines is preferred.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and CRM tools (Zoho, Salesforce, etc.).
- Excellent communication, organizational, and time management skills.
- Ability to multi-task, prioritize responsibilities, and work in a team environment.

### **Preferred Qualifications:**

- Prior experience in a System Integration, IT Distribution, or Technology Solutions company.
- Bachelor's degree or diploma in Business Administration, Marketing, or a related field.