



ALFARIS

Position: Sales Coordinator	
QTY Required: 01	Work Location: SHJ-Hamriyah
Min Years of Experience: 02 Years	Age Limit: Below 30 Years

1. JOB PURPOSE:

To provide the necessary support to the field sales team.

2. QUALIFICATION:

Bachelor's degree or a related field experience preferred

3. DESIRED COMPETENCIES:

- Problem solving
- Knowledge about Crane
- Presentation skills
- Technical understanding

4. LANGUAGE SKILLS:

- Fluent in English with good writing skills

5. RESPONSIBILITIES AND DUTIES

- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information
- Prepare Quotation and Follow-up on the payment/LPO
- Handle the processing of all orders with accuracy and timeliness
- Ability to effectively communicate with clients and staff members
- Maintain organized sales records and to prepare Various reports

***Those interested kindly forward CVs to jobs@alfarisuae.com**

