

**Sales Coordinator**

**Summary**

The Sales Coordinator assists Sales Consultants in their efforts to develop new business and retain existing customers. This is accomplished by coordinating information in support of the pre-order sales process, and interacting with customers.

**Essential Duties and Responsibilities**

* Help maintain strong customer relationships by responding to customer needs, exchanging information and coordinating internal resources;
* Assist Sales Consultant in implementing client-specific account strategies;
* Aid in identifying and communicating opportunities to cross-sell services such as design, project management and installation;
* Assist in pricing and preparation of proposals, bids and specifications, and may participate in client meetings;
* Prepare price quotations and specify all aspects of sales projects;
* Pull product brochures and finish samples to provide to Sales Consultant or client;
* Coordinate all necessary information to get projects ready for order entry, including preparing product specification file;
* Work with Project Managers to obtain labor quote information;
* Prepare change orders and internally communicate any changes;
* Regularly attend and participate in Team Huddles;
* Provide status reports and invoice projections to Customer Engagement Manager and others as needed; and
* Act as back-up for Sales Consultant in their absence, by providing information to clients and internal resources.

**Position Requirements**

* Bachelor’s or Associate’s degree in business or a related field, plus at least 2-4 years’ experience in sales support or a similar role (equivalent experience may be substituted for degree)
* Experience working in a consultative sales environment preferred
* Working knowledge of MS Windows, Word, Excel, and Outlook
* Experience with office furniture dealers or manufacturers is preferred but not required
* Steadfast commitment to providing the highest level of customer support
* Strong administrative and organizational skills
* Excellent interpersonal and communication skills
* High level of dependability and flexibility, with a very positive “can-do” attitude
* Self-motivated, strong initiative and good problem solving skills