Downloaded from <https://www.velvetjobs.com/job-descriptions/inside-sales-coordinator>

# Example of Inside Sales Coordinator Job Description

Our growing company is looking to fill the role of inside sales coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for inside sales coordinator

* Tracks and updates pending report and ntuc report
* Assistance with Referral Coordination Program (RCP)
* Other related tasks as assigned by VP of Sales
* Assist customers who come in-person to the (Houston or other) office
* Assist in proposal generation activities for development projects
* Coordinate preparation and approval of quotes for standard products
* Archive quotes/proposals and maintain log
* Coordinate between customer, sales team, and EnerSys legal in the preparation of Customer NDAs
* Interact with sales, technical, program management, and operations personnel as needed
* Support customer and vendor visits and meetings as required

## Qualifications for inside sales coordinator

* Ability to learn the technical, and application aspects of our product is desired
* Associates’ Degree with one to two years’ experience in the Freight Forwarding industry
* Proficiency with most business software including, Office, Sales Force and MK
* Self-motivated, capable of working independently when required and time sensitive
* Diploma in Marketing or Business related field preferred
* Relevant training in Inside sales