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# Example of Sale Coordinator Job Description

Our growing company is hiring for a sale coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for sale coordinator

* Be accountable and provide oversight for a portfolio of auctions – for all post sale related issues and queries invoicing, shipping quotes, settlement
* Manage and track status of consignment paperwork to ensure compliance requirements are met (with specific attention to provenance requirements) and required records are maintained
* Manage catalogue production process including monitoring progress of cataloguing, photography, essay writing, lotting up, compliance, rights and permissions to meet deadlines
* Serve as the primary and proactive point of contact post sale for both buyers and sellers across all communication channels
* Be accountable and provide oversight for a portfolio of auctions – for all post sale related issues and queries invoicing, shipping, payment processing, vendor settlement
* Own client issues through to resolution and record client feedback
* Collaborate with internal Subject Matter Experts Art Transport, Business Support, Client Accounting and Legal to resolve issues
* Support proactive inventory management
* Execute financial approvals within Corporate Governance
* Prepare and hold regular stakeholder meetings with Art Departments

## Qualifications for sale coordinator

* Client facing or similar role advantageous
* Some accounting experience desirable AR or AP Ledger
* Additional languages advantageous Spanish, Chinese, Italian, French
* Demonstrate superior client service and interpersonal skills, with interest in working with a wide variety of people, including good listening skills with high level of patience
* Detail oriented with a high degree of organization and ability to multi-task, prioritizes, follow up promptly, remain calm in pressured environment
* Commitment to always seek continuous improvement