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# Example of Sale Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of sale 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 sale coordinator

* Manage and track client charges
* Manage client communications for post-sale actions as needed
* Main point of contact between Specialists and Operations for viewing requirements and set up
* Manage sale activities including sale print run, interest list, client views, condition report dispatch and bids
* Work closely with specialists and department heads, assisting with a wide range of duties
* Work closely with the other departments within the Business Group
* Where appropriate field incoming phone calls for the department, answering basic questions regarding the business in a polite and professional telephone manner
* Work with Business Manager to draft contracts with special terms
* Act as a point of communication with vendors and buyers as required by Specialist Department
* Participate in telephone bidding

## Qualifications for sale coordinator

* 2 or more years’ experience in sales, marketing or customer service
* Communicate sale results to clients, maintaining all relevant confidential information
* At least 18 months administrative experience
* Ability to prioritize and work under pressure to tight deadlines
* Good communication, interpersonal and client service skills
* Manage Expertise and Restoration needs for sale including quote requests, client communications, status of service requested and related client charges