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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

* 1 year of experience preferred in testing of technology used in contact and contactless payment chip applications and payment acceptance terminals
* Experience in payments or EMV technologies preferred
* Provide support to a portfolio of auctions – for all post sale related issues and queries invoicing, shipping quotes
* Review SPR and make post sale adjustments
* Coordinate and process and post-sale discrepancies and client accounting issues
* Troubleshoot technical issues with Perfect Channel
* Reviews buyers, troubleshoot KYC issues, review bidding issues
* Filter client queries & reinforce e-commerce policy with Client Service
* Partner with Shipping on multi-lot purchases and other ad hoc issues
* Predetermine appropriate packing and transport methods for all lots to be sold based on property attributes, such as, size, weight, material, quantity, fragility, value

## Qualifications for sale coordinator

* Procure packing and transportation services from our partner vendors and present transport options and cost for internal and external clients as needed
* Build and maintain relationships with Specialist Art Departments to best understand property requirements, sales volumes and issue resolution
* Manage all transport requests and operations through Christie's systems and regularly present KPI metrics
* Provide an exceptional pre-sale experience to our clients within tight deadlines
* Work closely with the Pre-Sale Team to deliver an integrated, consistent and exceptional client experience
* Apply for CITES license applications, as appropriate