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

# Example of Sales Support Coordinator Job Description

Our innovative and growing company is looking to fill the role of sales support 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 sales support coordinator

* Identifies sites in the design configurations and validate against the Return on Investment models
* Assist internal and external guests with various requests
* Run and distribute a range of reports
* Copy and distribute internal and external letters, forms, bookings, contracts, resumes, room lists, schedules and mail
* First point of contact for the showroom customer walk-ins and call-ins
* Supports day-to-day order transactions - Implementing briefs from stakeholders and reporting of customer issues (e.g., specialized product builds, performance reports)
* Assists other departments and support groups (e.g., internal sales, audit, operational support, and delivery) by reporting issues to the appropriate roles
* Resolves open tasks and report issues of moderate to high complexity and reaches out to the respective teams and stakeholders to determine source of delay
* Serve as partner to field sales teams supported (regional zone)
* Responsible for preparing quotes and providing phone product (catalog) support

## Qualifications for sales support coordinator

* Must be able to write and speak English fluently
* The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job
* Willingness to work 5 days a week in our office in Amsterdam, The Netherlands
* A team player with excellent interpersonal skills, a good listener
* Autonomous and self-propelled
* Preferably bilingual in English and Spanish