



<https://jobs.govhelp.in/job/sales-coordinator-flipkart-job-in-bannerghatta-bangalore/>

sales Coordinator – Flipkart Job In Bannerghatta, Bangalore

Job Location

Bannerghatta, 560083, Bangalore, Karnataka, India

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Base Salary

Rs. 16,200 - Rs. 21,600

Qualifications

10th/12th Passed

Employment Type

Full-time

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Description

Flipkart Job

Job Description: Sales Coordinator – Flipkart

Location: Bannerghatta, Bangalore

Flipkart, one of India's leading e-commerce companies, is seeking a talented and motivated Sales Coordinator to join our team in Bannerghatta, Bangalore. As a Sales Coordinator, you will play a crucial role in supporting the sales team by managing day-to-day operations and facilitating smooth communication between various stakeholders. This is an exciting opportunity for an individual who is passionate about the e-commerce industry and thrives in a fast-paced environment.

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Flipkart Careers

Responsibilities:

1. Order Processing and Coordination: Receive and process incoming sales orders, ensuring accuracy and timely execution. Coordinate with internal teams, such as logistics, inventory, and finance, to ensure seamless order fulfillment. Track order status, resolve any issues or delays, and provide updates to customers as needed.
2. Customer Relationship Management: Build and maintain strong relationships with key customers, addressing their inquiries, concerns, and requests in a prompt and professional manner. Collaborate with the sales

Hiring organization

Flipkart

Date posted

June 6, 2023

Valid through

31.12.2023

APPLY NOW

team to identify opportunities for upselling and cross-selling products, and ensure customer satisfaction throughout the sales process.

3. **Sales Support and Reporting:** Assist the sales team with various administrative tasks, such as preparing sales reports, analyzing data, and generating sales-related documentation. Coordinate sales meetings, maintain sales calendars, and facilitate effective communication within the team and with external stakeholders. Support the development and implementation of sales strategies and promotional campaigns.

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Flipkart Jobs Near Me

Skills and Qualifications:

- Bachelor's degree in Business Administration, Marketing, or a related field.
- Proven experience in a sales support or coordination role, preferably in the e-commerce industry.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and prioritize effectively.
- Excellent communication skills, both written and verbal, with the ability to interact confidently with customers and internal teams.
- Proficient in using CRM software and MS Office applications, particularly Excel and PowerPoint.
- Analytical mindset with the ability to interpret sales data and generate meaningful insights.
- Strong problem-solving skills and the ability to adapt to changing priorities in a dynamic environment.
- Self-motivated and result-oriented, with a drive for achieving sales targets and providing exceptional customer service.

Important Links

Find the Link in [Apply Now](#) Button

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