



<https://jobs.govhelp.in/job/swiggy-careers-2023-jobs-sales-coordinator-post/>

Swiggy Careers 2023 – Jobs – Sales Coordinator Post

Job Location

India
Remote work from: IND

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Base Salary

Rs. 15,600 - Rs. 20,600

Qualifications

12th Pass & Graduate

Employment Type

Full-time

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Description

Swiggy Careers 2023

Swiggy is seeking a highly organized and motivated Sales Coordinator to join our dynamic team and provide administrative and logistical support to our sales team. As a Sales Coordinator, you will be responsible for a variety of tasks, including managing schedules, preparing reports, handling correspondence, and providing general office support to the sales team. The ideal candidate will possess excellent organizational and communication skills, be detail-oriented, and have a strong work ethic.

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Swiggy Jobs For Freshers

Responsibilities:

- Manage customer relationships by responding to inquiries, resolving issues, and providing updates
- Generate leads and qualify prospects by conducting research, identifying potential customers, and reaching out to them
- Prepare and deliver presentations to potential customers and clients
- Create and maintain sales reports by tracking sales data and trends
- Assist with sales contracts and negotiations by reviewing and drafting contracts, and participating in negotiations

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Hiring organization

Swiggy

Date posted

November 20, 2023

Valid through

31.03.2024

APPLY NOW

Swiggy Jobs Near Me

Skills:

- Bachelor's degree in Business Administration, Marketing, or a related field
- 1-2 years of experience in a sales or customer service role
- Excellent communication and interpersonal skills
- Strong organizational and time management skills

Ability to work independently and as part of a team

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

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