

## Title: Internal Sales Coordinator

### Job Description:

### Responsibilities:

- Updating sales tracking registers
- Processing enquiries
- Logging client orders
- Expediting orders
- Raising Purchase Orders and Invoices
- Filing
- Document Control

The ideal candidate will be well organized and detail oriented. Strong skills in MS Excel are essential. The individual will be responsible for administratively supporting the internal sales function of the business. The candidate should display excellent analytical and data processing skills. The appropriate candidate should have experience of expediting orders and associated document control procedures. With entrepreneurial spirit, commercial awareness and business orientation the ideal candidate will be able to operate successfully in a fast paced, goal-oriented environment.

### Qualifications

- Bachelor's degree in business or related field
- 3+ years of experience in related field
- Proficient in Microsoft Office suites
- Strong organizational and analytical skills Detail oriented

### Career Progression

- Sales Engineer
- External Sales
- Sales Management

*At Online Cables Our goal is to provide our employees with a fun, rewarding environment and a platform for growth of their own career, complementing the growth of the company. Employees whom are committed to their own path and that of the companies will be rewarded with new, challenging opportunities that continue to develop their skills and the value we bring to our clients as a company!*