



Sales Coordinator

Enmax Smart Systemz · New Delhi, Delhi, India

18 hours ago · 46 applicants



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Company Description:

Welcome to Enmax Smart Systemz, the oldest authorized distributor of Grundfos Pumps in New Delhi. Since 2000, providing innovative and energy-efficient pumping solutions to industries, commercial Buildings, and High end residences . We also have a dedicated service team providing efficient After sales service, repairs, and AMC's

Role Description:

This is a full-time on-site role as a Sales Coordinator at Enmax Smart Systemz in New Delhi. The Sales Coordinator will be responsible for generating leads, sending sales quotations, answering customer queries, coordinating between customer and Enmax sales team, negotiating and closing low ticket sales orders over the phone, payment follow ups, maintaining and updating all relevant reports on a day-to-day basis.

Qualifications:

- Sales Coordination, Sales, and Sales Operations skills
- 3 - 4 years of experience in sales coordination, administration, or a similar role (experience in the water solutions or technical industry is a plus)
- Customer Service and Communication skills
- Strong organizational and multitasking abilities
- Excellent interpersonal skills and ability to build relationships
- Proficiency in MS Office and CRM software
- Experience in the pump industry, engineering goods/mechanical engineering or related field is a plus

Key Responsibilities:

- Assist the sales team with daily operations, including order processing, scheduling, and follow-up
- Coordinate with internal teams to ensure timely delivery of products and services to clients
- Track and analyze sales data to monitor performance and identify opportunities for improvement
- Respond to client inquiries, providing excellent service and support to maintain high levels of customer satisfaction
- Prepare and maintain sales documentation, contracts, and proposals
- Maintain up-to-date records in the CRM system and generate regular sales reports for management
- Identify potential leads and support the sales team in nurturing relationships with prospective clients