

German Native Speaker Highly Skilled Sales Coordinator

(m/f/d) – Full-time, Monday to Friday

Location

JLT, Cluster C, Dubai, UAE

Salary

Permanent Salary from 10,000.00 - 15,000.00 AED per month

Company

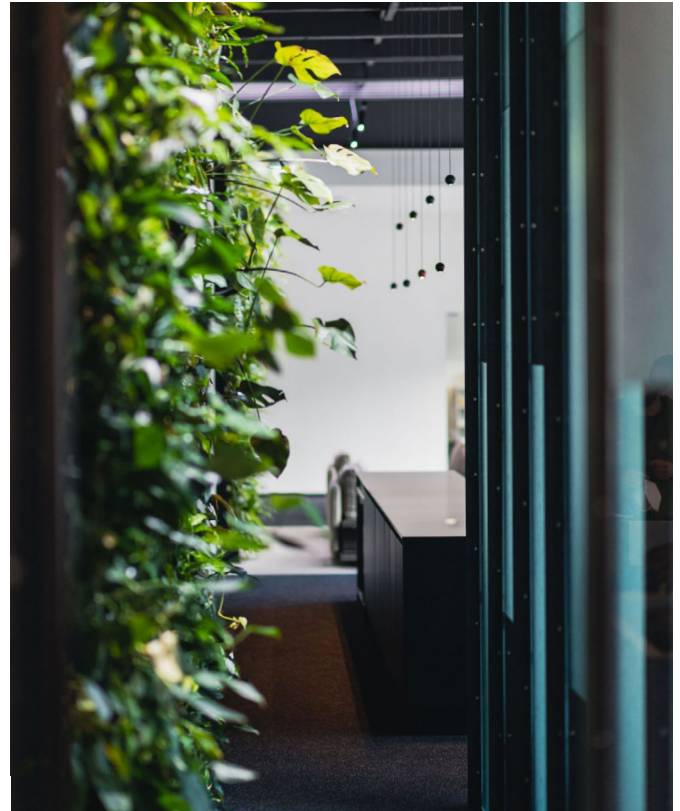
We are an innovative and dynamic small team company in the heart of Jumeirah Lakes Towers (JLT), dedicated to growth and expansion. We are currently seeking a highly skilled Back Office Sales Administration to join our team.

Job Description

As a Sales Coordinator, you will be a key player in ensuring the smooth handling of customer inquiries and sales operations. Your technical and commercial expertise, combined with excellent organizational skills and a proactive approach, will be essential in delivering exceptional service and maintaining customer satisfaction. This position offers a dynamic and fast-paced work environment where precision and teamwork are highly valued.

Your Responsibilities:

- Evaluate and assess incoming customer inquiries both technically and commercially to ensure feasibility.
- Proactively guide customers to align their requirements with the company's portfolio and capabilities.
- Conduct detailed research within internal systems to prepare for optimal handling of customer requests.
- Select suitable suppliers or production resources to meet customer requirements efficiently.
- Independently prepare, write, and manage offers and orders, ensuring accuracy and alignment with customer needs.
- Manage and prioritize urgent inquiries and orders based on deadlines and business priorities.
- Follow up on proposals to ensure successful order completion and customer satisfaction.
- Collaborate closely with the COO, Key Account Managers, and senior management to achieve business goals.



Your Requirements

- A technical diploma or equivalent qualification, preferably in mechanical engineering – no exceptions.
- Additional qualifications in business management or corporate leadership.
- Native proficiency in German is mandatory.
- Fluency in English, both written and spoken, for effective international communication.
- Strong ability to understand and implement complex technical concepts.
- Proficiency in Microsoft Office Suite, with advanced skills in Excel being a plus.
- High level of precision combined with flexibility and adaptability to changing demands.
- Exceptional organizational skills to excel in a dynamic and fast-paced environment.

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Your Qualifications

- Proven experience in technical sales is essential.
- Demonstrated ability to communicate effectively in technical and commercial contexts.
- Knowledge of CRM software and its application in managing customer data and sales processes.
- Experience in troubleshooting and solving complex problems.
- Familiarity with international business environments and their challenges.
- Advanced problem-solving skills paired with a proactive mindset.
- A track record of successfully managing tasks with high accuracy and efficiency.



Your Benefits

- Full-time job, Monday to Friday, providing a work-life balance.
- Competitive permanent salary from 10,000.00 - 15,000.00 AED per month.
- Access to a modern office environment equipped with the latest hardware and software.
- Convenient public accessibility, with a nearby metro station.
- Opportunity to work in an innovative, dynamic, and growth-oriented small team company.
- Long-term career prospects with room for professional development and advancement.

If you are a highly organized and detail-oriented professional with a talent for independently managing offers, orders, and customer inquiries while ensuring exceptional customer satisfaction, we encourage you to apply for this Sales Coordinator position. Join our dynamic team and play a vital role in driving our company's growth and success. To apply, please submit your resume and a cover letter outlining your relevant experience and qualifications. We look forward to reviewing your application and welcoming you to our team.

Questions & Application

To apply, please submit your resume and a cover letter detailing your relevant experience and qualifications. We look forward to reviewing your application and potentially welcoming you to our team.

Website www.comco-epp.com/en/company/careers/

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