

VACANCY

Sales Coordinator

We are looking for an enthusiastic individual to join our team as a **Sales Coordinator**.

The **Sales Coordinator** is responsible for providing a high standard of sales coordination support, whilst assisting the Agency Manager with new business and growth opportunities.

Here's what you will do:

- Manage the sales of the Company's various services, including sea freight, airfreight & customs brokering
- Identify strategies and action plans to improve and drive sales activities
- Identify and develop new business for the Company for growth and manage its development
- Negotiate and prepare proposals and rate requests for all new and existing business
- Maintain and update customers rates & tariffs
- Conduct local market intelligence and provide reporting and recommended actions
- Build strong customer relationships with new and existing accounts
- Assist with debt collection, including freight and container hire
- Assist in sales projects

Requirements:

- Minimum 2 years' experience in a similar role
- Demonstrable experience in sales coordination, customer service or sales
- Proficient with Microsoft Office, Excel & PowerPoint
- Strong interpersonal and communications skills (written and verbal)
- Deadline orientated with strong time management and planning skills
- Highly developed social and networking skills
- High level of honesty, integrity and respect
- Strong interpersonal skills and demonstrated commitment to teamwork
- Strong attention to detail and accuracy
- Continuous learner with strong work ethic
- Shipping experience preferred
- Experience in Cargo Wise is advantageous

To apply, please email your cv and cover letter to **hr@neptunepacific.com** with subject line "**Sales Coordinator - Vacancy**"

Applications close: 15 May 2020