https://www.lankatalents.lk/job/sales-coordinator-2/

Sales Coordinator

Hiring organization
Lanka Talents Creations (Pvt) Ltd

Industry
Digital Marketing, Advertising & Media

Employment Type
Full-time

Job Location
Pepiliyana

Valid through
07.11.2026

Description

Lanka Talents Creation (Pvt) Ltd. is seeking an organized, detail-oriented, and proactive Sales Coordinator to support daily sales operations and assist the sales team in achieving business objectives. The ideal candidate should have strong communication, coordination, and administrative skills, along with the ability to maintain accurate sales records, handle customer inquiries, and prepare sales reports.

Responsibilities

- Coordinate daily sales activities and provide administrative support to the sales team.
- Prepare quotations, sales orders, invoices, and other sales-related documents.
- Maintain accurate sales records, customer databases, and documentation.
- Follow up on customer inquiries, orders, and deliveries.
- Coordinate with internal departments to ensure smooth sales operations.
- Prepare daily, weekly, and monthly sales reports.
- Assist in monitoring sales targets and team performance.
- Communicate with customers professionally and provide timely updates.
- Ensure proper documentation and timely completion of sales-related tasks.
- Perform other sales coordination duties assigned by management.

Qualifications

- G.C.E. Advanced Level (A/L) qualification preferred.
- A diploma or qualification in Sales, Marketing, or Business Administration will be an added advantage.
- Previous experience in sales coordination or customer service is preferred.
- Good written and verbal communication skills.
- Strong interpersonal and customer service skills.
- Computer literacy with knowledge of MS Office, especially Microsoft Excel and Word.
- Excellent organizational and time-management skills.
- Strong attention to detail and problem-solving abilities.
- Ability to multitask, prioritize work, and meet deadlines.

Contacts

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