

<https://www.lankatalents.lk/job/sales-coordinator-wattala/>

Sales Coordinator – Wattala

Description

We are looking for a Sales Coordinator to join our client's Sales and Marketing Department.

The successful candidate will be responsible for following up on leads, communicating with prospective clients, converting leads into sales, maintaining accurate customer information, and supporting the Sales Manager with daily sales reporting.

This is an excellent opportunity for a motivated and target-oriented individual who enjoys working with customers and has an interest in the travel and tourism industry.

Responsibilities

- Contact prospective clients based on provided sales leads.
- Follow up with clients and convert leads into successful sales.
- Handle client inquiries and provide professional customer service.
- Maintain and regularly update the client database.
- Build and maintain positive relationships with clients.
- Follow up on prospective customers to maximise conversion opportunities.
- Maintain accurate records of client interactions and sales activities.
- Prepare and submit daily sales reports to the Sales Manager.
- Support the Sales Manager and Sales & Marketing team with day-to-day sales activities.
- Work towards achieving assigned sales targets and business objectives.

Qualifications

- Fluent in Sinhala and English.
- Minimum 1 year of experience in Sales.
- Strong communication and interpersonal skills.
- Good customer-handling skills.
- Ability to follow up with leads and convert prospects into customers.
- Good organisational and database management skills.
- Ability to work in a target-oriented sales environment.
- Experience in student recruitment or as a travel agent will be an added advantage.

Contacts

Contact Person: Dehara

☎ 070 500 2122

✉ Dehara@lankatalents.lk

Hiring organization

Lanka Talents Creations (Pvt) Ltd

Industry

Travel & Tourism

Employment Type

Full-time

Job Location

Wattala