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

Sales Coordinator – Rajagiriya

Hiring organization
Lanka Talents Creations (Pvt) Ltd

Industry
Food & Beverages, Organic Agriculture, and Nutraceuticals industries

Employment Type
Full-time

Job Location
Rajagiriya, Rajagiriya

Description

We are looking for a motivated, organised and detail-oriented Sales Coordinator to support the Sales Department and contribute to the company's international business growth.

The successful candidate will be responsible for coordinating sales activities, developing international customer relationships, supporting lead generation and follow-ups, preparing sales documentation, monitoring the sales pipeline and coordinating with internal teams to ensure smooth order fulfilment and customer service.

This role is particularly suited to an individual with strong communication, coordination, follow-up, organisational and customer relationship management skills, together with an interest in international sales and business development.

Responsibilities

- Identify new international customers and develop sales opportunities
- Conduct market research and generate leads through online platforms, LinkedIn, email and exhibitions
- Build and maintain long-term relationships with overseas customers
- Prepare quotations, proposals, product information and follow up on orders and negotiations
- Manage the international sales pipeline, coordinate shipments and work towards sales targets

Job Benefits

Basic Salary: Rs. 50,000 per month
Net Salary: Rs. 70,000 per month

Qualifications

- Good communication and interpersonal skills with a strong command of English
- Strong coordination, follow-up and time-management skills
- Good knowledge of MS Excel, Word and email communication
- Strong problem-solving, negotiation and attention-to-detail skills
- Ability to work independently and effectively within a team

Contacts

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