Sales Coordinator Intern

We are looking for a detail-oriented **sales coordinator intern** to contribute to the achievement of sales targets by supporting sales representatives, coordinating sales activities, and maintaining good customer relationships. The sales coordinator's responsibilities include supporting sales, ensuring order satisfaction, coordinating with other departments, handling administrative duties, and promoting customer satisfaction.

To be a successful sales coordinator, you should have excellent organizational, administrative, and problem-solving skills. You should also possess strong communication, interpersonal, and customer service skills.

Duration: 3 - 6 months

Sales Coordinator Responsibilities:
• Support of Branch Network and other Teams of the Unit to effectively serve customer requests.
• Perform data entry tasks for onboarding customers to company systems.
• Processing orders in a timely manner, processing requests for rush orders, and reviewing pending orders and customer requests to ensure customer satisfaction.
• Managing customer accounts, following up with customers for administrative purposes, and providing troubleshooting assistance for orders, account statuses, and other problems.
• Reporting any unusual activity to supervisors
• Collaborating with other departments to ensure sales are handled efficiently.
• Ensuring adherence to laws, regulations, and policies.

Sales Coordinator Requirements:
• Undergraduate Student of Economics, Business Administrations, Finance or other related field.
• Experience as a sales coordinator or in administration may be advantageous.
•   Excellent command of English & Greek language
• Good team development and leadership skills.
• Computer literacy, MS Office (Word, Excel, PowerPoint, etc.)
• Good administrative, organizational, and problem-solving skills.
• Communication, sales, and customer service skills.
• The ability to multitask, work in a fast-paced environment, and meet deadlines.
• Bring your enthusiasm & energy to the team!