

Job Title: Sales Co-ordinator

Location: Koparkhairane, Navi Mumbai

Experience: 2-4 Years

Qualification: Any Graduate

Company: Advanced Bolting Solutions P Ltd (ABS) - www.absgroup.in

About ABS: Advanced Bolting Solutions P Ltd (ABS) is a leading multi-national, multi-locational organization engaged in the selling, renting, and servicing of precision bolting and machining equipment across India and the Middle East. As pioneers in precision power bolting in India for over two and a half decades, we enjoy brand leadership and customer confidence across industries such as Oil & Gas, Wind, Steel, Power, Infrastructure, and Railways.

Job Description:

Role Overview:

As Sales Co-ordinator you will support the sales team by managing schedules, preparing sales documents, maintaining client databases, and ensuring customer satisfaction through prompt communication and follow-ups. This role is critical in streamlining the sales process and enabling the team to focus on closing deals.!

Key Responsibilities:

1. Sales Order Management:

- Book sales orders upon receipt of customer Purchase Orders (POs).
- Communicate with relevant departments and ensure timely approval and release of orders in SAP.

2. Proposal & Quotation Support:

- Prepare sales proposals and quotations in coordination with the Sales Engineer.
- Submit finalized quotations to customers and track follow-ups.

3. Shipment Coordination:

- Coordinate with the Planning team to ensure on-time shipments as per agreed Contractual Delivery Dates (CDD).
- Provide regular alerts and updates to planning regarding upcoming and pending CDDs.

4. Payment Follow-Up:

- Follow up with customers for a timely collection of outstanding payments.
- Coordinate with internal accounts or finance teams as required.

5. Cost Optimization & Kaizen:

- Identify opportunities for cost saving and process improvement (Kaizen) within the sales coordination function.

6. Quality Management System:

- Develop, implement, and maintain Quality Management Systems (QMS) relevant to the Sales & Marketing function.
- Ensure documentation is up to date and compliance with audit and process requirements.

Requirements:

- Bachelor's degree in business administration, Marketing, or related field.
- 2–4 years of experience in a sales coordination or administrative support role.
- Proficiency in MS Office (Excel, Word, PowerPoint) and CRM software.
- Strong communication, interpersonal, and organizational skills.
- Attention to detail and ability to multitask in a fast-paced environment.
- Team-oriented with a proactive and customer-focused approach.

Preferred Skills:

- Experience in using ERP systems (like SAP, Tally, Zoho, etc.)
- Ability to analyze data and generate insights.
- Knowledge of sales order lifecycle and basic commercial terms.

How to Apply: If you are ready to advance your sales career with a leading company in the precision bolting industry, contact us today! Visit our website at www.absgroup.in for more information and to submit your application, share your resume at hrd@absgroup.in