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## Dabur Recruitment 2023 – Job Change – Sales Coordinator Post

**Hiring organization**  
Dabur

### Job Location

India  
Remote work from: India

**Date posted**  
September 25, 2023

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**Valid through**  
30.12.2023

### Base Salary

Rs. 18,000 - Rs. 21,000

APPLY NOW

### Qualifications

12th pass/Graduate.

### Employment Type

Full-time

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### Description

## Dabur Recruitment 2023

The Sales Coordinator is responsible for providing administrative support to the sales team. This position requires a strong understanding of sales processes and procedures, as well as the ability to manage multiple tasks and work independently.

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### Dabur Career

#### Responsibilities:

- Provide administrative support to the sales team, such as answering the phone, responding to emails, and scheduling appointments.
- Maintain customer records and track sales data.
- Generate and distribute sales reports.
- Prepare and coordinate sales presentations.
- Assist with sales training and development.

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### Dabur Jobs Near Me

#### Skills:

Strong understanding of sales processes and procedures.  
Ability to manage multiple tasks and work independently.  
Excellent communication and interpersonal skills.  
Ability to use a variety of office software, such as Microsoft Office  
Suite and Salesforce.

**Important Links** **Find the Link in [Apply Now](#) Button**

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