

# JOB DESCRIPTION

## SALES COORDINATOR



**Experience Required:** 1-6 Years in Sales Coordination / IT Hardware Industry

**Location:** Bangalore

**Job Type:** Full-time

### ◆ **Role & Responsibilities:**

- Coordinate sales operations and support sales team
- Prepare quotations, process orders & track deliveries
- Handle customer communication and follow-ups
- Coordinate with Finance, Store, Logistics & OPE teams
- Maintain CRM, reports, pricing & documentation
- Ensure smooth execution from quotation to delivery

### ◆ **Skills Required:**

- ✓ Leadership & team handling skills
- ✓ Strong communication & multitasking abilities
- ✓ Knowledge of IT hardware products preferred
- ✓ Ability to work under pressure and meet deadlines
- ✓ Good coordination and follow-up skills

🎯 Join TECQNIO and grow your career in the technology solutions industry.

✉ **Apply Now**

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✉ [hr@tecqnio.com](mailto:hr@tecqnio.com)

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