



Are you looking for a great part time opportunity? If so, this just might be the job for you! Get your foot in the door with a dynamic private sales and inventory management company that is growing and looking for a part time Sales Coordinator in their Carmel, IN location.

Position Summary:

The Sales Coordinator will report to the Senior Sales Coordinator in Carmel, IN. This is an inside sales position that will act as the primary liaison between the supplier, customer and outside territory salesman. The candidate must have excellent written and verbal communication skills, the ability to work independently and make quick decisions in order to provide the best service possible to our customer, suppliers and salesmen. In addition, this position may be responsible for managing inventories. This position requires the ability to develop a working knowledge of a core product line bought and sold by the company. The position requires someone who is highly organized and can work in a fast paced, sometimes stressful environment due to constant interruptions with customer and supplier needs.

Preferred Requirements:

- Bachelor's degree
- Ability to multitask in a fast paced environment
- Strong proficiency in Microsoft products, with strong analytical detail
- Good basic math skills
- Customer service experience a plus
- Efficient and organized with attention to detail
- Honest and of good integrity
- Excellent interpersonal and communication skills both verbal and written
- Quick learner

Responsibilities:

- Primary liaison between the supplier, customer and company salesman.
- Management of inventory location(s), and may include responsibility for purchasing material for that location(s). Must have the ability to reconcile assigned inventory locations every month.
- Daily invoicing for material shipped out of an inventory location.
- Understand, manage, and update pricing between supplier and customer.
- Manage order process from quote to invoice, making sure the customer experience is efficient, timely and professional.
- Book truck freight and negotiate/handle freight pricing with third party carriers.

- Work with suppliers and customers in placing or revising the order specifications or scheduled ship date.
- Daily monitoring of all open orders and updating the customer, paying special attention to "hot" orders.
- Data entry of orders on the computer system.
- Proofread all Purchase orders, Order Acknowledgments and Supplier Order Acknowledgements and compare them with the customer's orders.
- Maintain files on all orders, open and closed.
- Handle invoice discrepancies.
- Approve freight bills for payment.
- Assist salesman in handling claims.
- Adhere to established credit limits as it pertains to order entry
- Backup other sales coordinator personnel, as needed.

If you are interested and feel your qualifications are a match to the above position, please upload your resume and cover letter via <http://www.seemac.com/who-we-are/careers/>