



## JOB DESCRIPTION

### JOB INFO

<b>Job Title</b>	<b>Sales Coordinator</b>
<b>Department</b>	FPD
<b>Job #</b>	FPDSETIP

### SUMMARY

Rimal Engineering Products (Rimal) was founded in 1988 in Abu Dhabi, and it has helped suppliers and manufacturers of construction materials and chemicals develop and build their brands and gain a foothold in the UAE market ever since. Rimal is Abu Dhabi's premier developer and distributor of construction and building materials, with clients across the Middle East. The past two decades has seen the company develop strong partner relationships with all major construction companies across the region, and it is renowned for its honest, professional around-the-clock customer service.

Rimal is seeking to recruit a **Sales Coordinator** to join our existing team in Abu Dhabi.

As a **Sales Coordinator** the candidate will be responsible to support the sales staff with all quotations, orders, invoices, and coordinating the smooth delivery of material from factory to the clients.

Ideally, the candidate will have worked in the UAE; having knowledge of coordination of sales, be aware of basic accountancy norms, with a background and experience of working as a team member.

### RESPONSIBILITIES

- Making quotations
- Creating a weekly delivery schedule after coordinating with the principals
- Following up on orders and making invoices
- Support sales force
- Keeping track and replenishment of inventory items
- Managing and creating new customer accounts

### REQUIRED

- 3 – 4 years experience in the U.A.E
- Good Command of English (oral and written)
- Knowledge in accounting.
- Graduate in accounting or related degree.
- Proficient in MS Office applications: Word, Excel, Outlook, etc.
- Typing speed: 60 wpm.

### IDEAL

- Hard working and energetic, mature and ability to work with a variety of individuals at all levels including customers, employees, etc.
- Can work under pressure