JOB DESCRIPTION

| **TITLE** | SALES AND PROJECT COORDINATOR  |
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| **Reports To**  | [Insert Title] |

**Job Purpose**

The Sales and Project Coordinator is responsible for providing accurate pricing and managing project timelines from start to finish. This role involves developing strong relationships with clients, responding to inquiries, and coordinating multiple projects simultaneously. The successful candidate will handle both sales responsibilities, such as offering product suggestions and generating quotations, and project management duties, such as tracking progress and ensuring deadlines are met.

The position requires excellent communication and organizational skills to effectively manage client needs and project coordination.

**Duties and Responsibilities**

Overall Responsibilities:

* Provide accurate quotations for products and projects based on client needs and specifications.
* Build and maintain strong client relationships, fostering repeat business.
* Respond to client inquiries promptly via phone, email, and in-person meetings.
* Manage multiple projects from start to finish, ensuring communication with all departments.
* Track project progress in the shop and monitor installation status.
* Collaborate with internal teams to ensure timelines and project goals are met.
* Meet with clients off-site to discuss project requirements and offer product suggestions.
* Ensure up-to-date client records; updating senior management as required for escalated project concerns.
* Assist in achieving monthly sales targets.
* Perform additional administrative duties as required.

**Key Qualifications**

* X years of experience in sales and customer service, with project management experience preferred.
* Completion of a sales, project, or operations management program is an asset.
* Valid G License with a clean driving record (must be bondable).
* Experience in building client relationships and managing multiple projects.
* Proven ability to calculate and provide accurate quotations.

**Core Competencies**

* Strong organizational and multitasking skills.
* Excellent communication and customer service abilities.
* Ability to manage multiple projects and prioritize tasks effectively.
* Problem-solving skills and adaptability to client needs.
* Excellent negotiation skills.

**Working Conditions**

* Full-time position
* Regular work schedule is [insert hours, e.g., Monday to Friday, 10-hour shifts]
* Regular travel required to meet with clients outside the office.
* Combination of driving, standing, and sitting for extended periods.