



JOB DESCRIPTION

Effective Date: 13 Sep 2025

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Rev. #.00

Ref #: 01

JOB TITLE	Sales Coordinator
DEPARTMENT	Operations
REPORTS TO	Operations Manager

QUALIFICATION

- Bachelor's degree or diploma in Operations, Business, or related field.
- 2–4 years' experience in operations or sales coordination, preferably in oil & gas, automotive, or safety services.
- Knowledge of ADNOC standards and industry compliance requirements (advantage).
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Proficient in MS Office and basic ERP/CRM systems.

KEY RESPONSIBILITIES

Enquiry Management

- Handle enquiries via telephone calls, emails, walk-ins, Google Ads leads, and corporate accounts.
- Log enquiries and ensure timely follow-ups to convert leads into confirmed jobs.

Sales & Documentation

- Prepare quotations for products, inspections, and modification services.
- Upon Operations Manager (OM) approval, prepare sales orders and define scope of work.
- Create job orders, set priorities, and ensure alignment with timelines.

Operational Coordination

- Coordinate with technical and inspection teams to schedule jobs (installations, modifications, certifications).
- Monitor job progress, ensuring timely completion and compliance with ADNOC and international standards.
- Provide updates to clients on job status, delivery timelines, and documentation.

Record Keeping & Reporting

- Maintain accurate records of enquiries, quotations, sales orders, and job schedules.
- Support management in preparing reports on sales activities, operations performance, and pipeline tracking.

Key Attributes

- Detail-oriented and process-driven.
- Customer-focused with a service mindset.
- Proactive in coordinating between departments.
- Strong sense of responsibility and urgency.



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ACKNOWLEDGEMENT

	Employee	Reporting Head
Name		
Signature		
Date		