



Job title: Sales Coordinator
Department: Position specific to heavy trucks
Reporting to:
Date written:
Approved by:
Approval date:
Date reviewed:
Employment status:
Written by:

SUMMARY JOB DESCRIPTION

<i>Assists the sales team in performing administrative tasks related to the purchase, sale and delivery of trucks.</i>

The MAJOR TASKS are listed below, but the incumbent may be assigned to other duties.

- Opens files on new and previously used trucks; inputs the required information into the computer system and forwards the documents to the truck sales advisors and the sales manager.
- Completes the purchase orders and all internal requisitions and distributes them to the individuals concerned.
- Actively participates in following up on orders, assisting the truck sales advisors.
- Keeps the truck inventory up-to-date in the accounting system.
- Completes all the documents related to truck deliveries.
- Issues the invoices for truck sales.
- Ensures that the files contain all the relevant information.
- Issues the sales and delivery reports, keeps them up-to-date and forwards them to the individuals concerned.
- Follows up on warranty matters with the customers and submits the warranty claims to the suppliers.
- Files documents.
- When necessary, sends files to archives.
- On request, issues various daily or weekly reports.
- On request, writes letters or documents.
- Sorts and distributes the electronic mail to the sales team.
- Takes part in sales team meetings.
- Maintains a professional appearance.

- Performs other tasks, based on management requirements and instructions.

SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs.*

JOB REQUIREMENTS

Language skills
Knowledge and skills
Responsibilities

Effort
Work conditions
Other requirements

Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.