



## **PARTS SALES COORDINATOR BARATARIA BRANCH**

The Parts Sales Coordinator is responsible for coordinating sales-related activities, by effectively contributing to the achievement of sales targets. The incumbent will also be responsible for maintaining a high level of customer satisfaction and administrative duties.

### **MAIN TASKS**

- To provide high-quality support to the Sales Representatives to improve productivity within the Parts department.
- Liaise with internal departments to ensure sales, marketing, deliveries, and queries are handled efficiently.
- Develop and maintain a sales reporting system to accurately provide financial reports to the Parts Management Team.
- Provide support to customers via phone or email and address any queries regarding orders when Sales Representatives are unavailable.
- Follow up with customers to ensure complaints are resolved within 24 hours and report any unresolved complaints to the Customer Relations Department.
- Handle and process orders with accuracy and timeliness.
- Ensure the CDK system is closed off cash or credit invoices daily.
- Inform customers about delays in shipments.
- Adhere to company's safety policies and procedures.

### **EDUCATION & QUALIFICATIONS**

- 5 CXC O' Level subjects including English.
- At least 2 years' experience in an administrative position.
- Excellent customer service and communication skills.
- Experience in CDK software would be an asset.
- Proficient in MS Office.

### **HOW TO APPLY**

Applications to be sent to: [careers@toyota-trinidad.com](mailto:careers@toyota-trinidad.com) no later than **May 24, 2024**.