

Position Vacant	Sales Coordinator/ Sales Support
Organization Name	Kanex Fire Solutions Limited
Company Overview Profile (Industry, Size, Products/Services, Standing in India/World etc.)	<ul style="list-style-type: none"> Known for quality, service and innovation, KANEX FIRE firefighting products since from last 20 Years. It has created world class product and Presence in PAN India. Kanex is recognized as a leader in Manufacturing firefighting products, Fire Extinguishers, Pre-engineered /Engineered fire suppression system & Kitchen suppression system. Our products have achieved global certifications for meeting industry standards, maintaining quality, and efficient performance. Kanex is driven by high values, which includes integrity, respect, and transparency. Website www.kanexfire.com Company size 200+ Employees PAN India Founded -1988 Industry - Fire Fighting
Role Summary	<ul style="list-style-type: none"> Responsible for overall sales coordination with Marketing staff. End to end coordination starts from Po received till payment follow-up. Preparing Quotation and send offers within stipulated time. Responding to complaints from customers and give after-sales support when requested Handling customers query through calls and mails. Coordinate with customers, generating orders, preparation of quotation, orders execution Using sales module like CRM etc
Job Description / Responsibilities	<ul style="list-style-type: none"> Responsible for overall sales coordination with field staff. Making Quotation, PO, drafting mail, MIS reports Etc. End To end coordination starts from Po received till payment follow-up. Maintain and update customer database. Responding to complaints from customers and give after-sales support when requested. To make correspondence letters. Follow-up the potential leads through calls and mails. Handling customers query through calls and mails. Preparing Quotation and send offers within stipulated time. Preparing sales reports. Handling customers query independently Coordinate with customers, generating orders, preparation of quotation, orders execution Using sales module like CRM etc.
Education	Graduate /MBA Any Stream
Experience	<ul style="list-style-type: none"> 2–4 years of experience in sales coordination, back-office sales support, or customer service.
Desired profile of the candidate	<ul style="list-style-type: none"> Graduate / MBA (any stream) with 2–4 years of experience in sales coordination, back-office sales support, or customer service. Strong knowledge of sales processes, quotation preparation, and order management. Proficiency in MS Office (Excel, Word, PowerPoint) and familiarity with CRM / ERP systems. Excellent written and verbal communication skills for customer interaction and internal coordination. Ability to multitask, prioritize, and work under deadlines. Strong problem-solving attitude, attention to detail, and customer service orientation
Website	www.kanexfire.com

Industry Type	Firefighting equipment’s manufacturer.
Functional Area	Sales Coordination & Back-Office Support Order Processing & Documentation Customer Relationship Management Quotation & Proposal Management Payment Follow-up & MIS Reporting
Keywords	Sales Coordinator, Sales Support, Order Processing, Quotation Preparation, CRM, ERP, MIS Reports, Customer Support, Payment Follow-up, Sales Back Office, Customer Database Management, Sales Administration, Firefighting Equipment Industry, Client Coordination, After-Sales Support