



<https://eastman.com.ph/job/sales-coordinator-2/>

Sales Coordinator

Description

Perform administrative role in supporting the Sales Team by handling sales queries and concerns, processing all sales activities related paper works, handles Sales Department Petty Cash and acting as a Document Controller for the Sales Department.

Qualifications

- Candidate must possess at least a Bachelor's Degree in Business Management / Marketing or its equivalent work experience.
- Minimum of two (1) year of working experience as a sales coordinator / representative.
- Highly adept in various Enterprise Resource Planning (ERP) and Microsoft Applications.
- Establish active communication and engagement with Sales Team to ensure that orders are processed promptly.
- Attend essential sales training, meetings and develop an understanding of all the company's services and products.
- Coordinate to clients of unforeseen delays and challenges.
- Processing of transportation liquidations and reimbursements related to various sales activities.
- Productive in an environment of targets and deadlines; AND
- Handles sales data and information with utmost confidentiality.

Hiring organization

Eastman Industrial Supply Inc.

Employment Type

Full-time

Job Location

One Park Drive Building, 11th Drive, corner 9th Ave, Taguig, 1630 Metro Manila, Philippines

Date posted

October 10, 2025