

# SERVOCHEM

<b>Position/Designation:</b>			<b>Position Location</b>
Sales Coordinator			U.A.E.
<b>Reporting To</b>			<b>Reporting Location</b>
Business Manager - MENA Region			Umm Al Quwain & Abu Dhabi
<b>Experience</b>			<b>Qualification:</b>
2 to 4 years			M.Sc. / B.Sc. (Chemistry)
Job Requirement: Candidate must be Young, Self-Driver, Ambitions & having work experience in the same field.			
<p><b>Servochem Middle East seeks a Sales Coordinator with sound knowledge in chemical industry, especially in Petrochemicals, Water Treatment &amp; Specialty Chemicals.</b></p>			
<b>Job Responsibilities :</b>			
Receive inquiries / tender / EOI from existing and new customers and sending			
Establish and maintain productive relations with existing and prospective customers to get more business.			
Answer queries, settle complaints and retain quality customers by resolving issues (if any) promptly.			
Follow up payments with customers and ensure timely receiving of the same.			
Coordinating the completion of tender documentation by liaising with a wide range of roles within the organization.			
Ensuring that all tender documents are accurate, up to date, signed (if required) and provided in a timely manner. Prepare and send quotations to customers along with applicable terms and conditions.			
Further negotiation possible by customers like discounts, change quantity, delivery improvement before placing order. Accordingly, the best quote submitted to the customer.			
Combining all the necessary documentation and reviewing the formats to ensure compliance with purchaser requirements			
Reviewing contractual terms and conditions and tender documentation to identify specific requirements and red flags			
Ensuring the submissions are made in time and assist with final submission of the tender if required			
Conducting won/lost analyses and identifying best practices to win bids.			
Building and maintaining company tender documentation library			
Establish and manage a library of legal documents, translations, case studies, technical requirements and bid responses.			
Receive customer PO / LTAP / Blanket Order check the terms and conditions should be accepted and matches RFQ or our terms and conditions.			
Coordinate with the Purchase Department / Supplier for all trading shipments and follow up for the timely delivery of material.			
Coordinate with concerned departments to obtain the advance copy of the shipping documents. Scrutinize the shipping docs and ensure the revision immediately in case of any discrepancy in shipping documents.			

Ensure & Follow and support the operation team with all shipments handling import/export documentation, legalization as per UAE law, and coordinate with the concerned department for the follow up of all shipments.
Exercise good time-management practices to handle all aspects of shipping and logistics of orders in transit to meet committed delivery dates, and to process their invoices for timely payments.
Document all the work and maintain records in an organized and easily retrievable
You will be responsible for registration and prequalification products with the customer.
<b>Qualifications:</b>
Bachelor's degree chemical engineering or supportive field
Ability to prioritize multiple projects and adapt to changing priorities
Demonstrate exceptional communication and presentation skills
Strong work ethics and track record of success
Computer skills – PowerPoint, Word, Excel
Minimum 2-3years of water treatment chemical sales experience with working knowledge of Desalination Units, Boilers, Cooling Towers, WWTP & ETP's etc.
Knowledge of green energy, emerging water treatment technologies, and sustainability solutions is a plus.
<b>Preference - Not Mandatory</b>
GCC Experience (UAE, Qatar, Oman, Bahrain or Kuwait)
GCC Driving License