

**Designation – Sales - Coordinator**

Positions: 1

Experience – 4-5 years

Industry – Television, Media

**Job Description:**

- Provide multiple levels of support to Sales Managers which includes but not limited to meeting agendas, meeting recaps and summaries, process timelines and reformatting sales plans.
- Working on daily report
- Tracking week on week targets for each quarter
- Publishing the list of achievements v/s shortfall
- Maintain all clients reports bucket wise / territory wise
- Generating billing reports and issuing the same to the traffic department
- Coordinating with the recovery department on the realization of money
- Education: B.Com. / M.Com. / MBA