



Dr. Pendl & Dr. Piswanger Albania, the Human Resources Consulting Company, very successful in Albanian market since 2001, branch of Dr.Pendl & Dr.Piswanger GmbH in Vienna, is currently looking on behalf of our client for the position of:

Sales Coordinator

Your Role:

As a sales coordinator, you manage sales and facilitate communication between sales representatives. You are in charge of achieving sales goals and maintaining positive customer relations. Perform cost-benefit and needs analysis of existing/potential customers to meet their needs. Analyze the market's potential, track sales and status reports.

Main responsibilities:

- Present, promote and sell products/services for a broad range of excellent Austrian/German companies in the fields of Industry, Trade and Services in Albania & Kosovo & North Macedonia using solid arguments to existing and prospective customers
- Establish, develop and maintain positive business and customer relationships
- Keep a high level of knowledge about existing products and services, and learn about new products and services as they come in
- Reach out to customer leads through cold calling and direct contact in the field
- Arrange and coordinate meetings and events for company clients
- Prepare offers, keep correspondence with the project manager of Austrian/German company

Skills and knowledge:

- Fluency in written and spoken English, German will be considered an asset
- Strong negotiations skills, superior interpersonal skills, ability to take initiative and work independently
- University degree in economics or engineering
- At least 2-4 years of previous work experience in B2B sales, target driven with a proven track record in sales
- Very good knowledge of Microsoft office package
- Effective time management
- Willing to travel

Interested candidates are invited to send their professional resume
to the following e-mail address:
aplikime@pendlpiswanger.al