

Sales Coordination Officer

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Company: Syngenta Crop Protection

Location: Karachi

Category: other-general

Job Description

Institutional Sales

Coordinating with Institutions for RFQ, PO, shipments, payment instruments and tax challans.

Coordinating with Distribution team for product availability, batch details, discount confirmations and delivery locations.

Coordinating with AR and SAP team for customer account creation, balance confirmations, WHT certificates and information updates in SAP.

Securing necessary approvals from Finance and Sales for finalizing customer quotations.

Tracking and closing institutional orders pipeline timely and efficiently.

Inventory Planning

Planning and coordinating allocation and logistics for production volumes from Plant and Tolling sites.

Gathering product requirements against forecasts and upsides from regional team and planning stock replenishments accordingly.

Coordinating with supply team for production plans and stock at site for updates to sales and distribution team.

Administrative support

Gathering stationary/asset requirement from regions and completing purchasing process against the requisition

Assisting in planning and execution of HO and field events of Sales Coordination team.

Qualifications

Qualifications & Skills

Minimum bachelor's degree with up to 4 years of relevant experience in Sales or Support functions (Preferably Agri Industry).

Proficient in MS Excel and strong follow-up is required for this role.

Experience of logistics support is preferred.

Knowledge of SAP SD and MM module is a plus.

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