Candidate #S-1109

Sales Support Coordinator · 4 years experience

Candidate ID: S-1109

Category: Sales **Experience:** 4 yrs **Location:** Manila, Philippines **English:** C1 **Fee:** A$1,200/mo

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Employer names, personal contact details, and identifying information have been removed.
To arrange a screening call, contact us at adeptstaffing.com.au.

PROFESSIONAL SUMMARY

I'm a sales support coordinator who keeps sales teams organised, accurate, and focused on closing. I manage CRM data hygiene, prepare proposals and quotes, track pipeline stages, and handle post-sale admin so account executives can spend more time selling. I've supported teams of up to eight AEs across AU and NZ territories. I'm strong in Salesforce, Excel, and creating clean, professional proposals in PowerPoint.

SKILLS

Salesforce CRM | Proposal writing | Pipeline management | Quote preparation | Microsoft Excel

WORK EXPERIENCE

Sales Support Coordinator

AU technology wholesale company · 2021-04 – Present

Supported 6-person sales team with quotes, proposals, and Salesforce data management.

Sales Admin

PH services company · 2020-01 – 2021-03

Prepared client-facing sales documents and maintained CRM records for 3 account managers.

CERTIFICATIONS

* **Salesforce Associate**
  Salesforce · 2022-01 · Verified by Adept