

Job Description

Format No:HR_F_160
Version: 3.0
Date: 04-Nov-2024

Sales Coordinator Defence JD(DJD2026001)

Roles	Business Support
Responsibilities	<p>The Sales Coordinator – Defence will support the Defence Sales team in handling customers accounts. The role involves tender coordination, customer liaison, documentation, GeM bid support, and internal coordination to ensure smooth execution of defence sales activities.</p> <p>Track customer requirements, RFQs, and enquiries.</p> <p>Search and shortlist defence-related bids on GeM, Government tender Portals. Assist in Tender document downloading & circulation.</p> <p>Follow up with all the stakeholders for Go/NoGo decision</p>
	<p>Compliance matrix preparation :</p> <p>Technical & commercial document compilation. Ensure timely bid submission and corrigendum tracking. Track Bid responses & Track bid status</p> <p>Handle defence sales documentation. Maintain records as per Defence audit and procurement norms.</p>
Category	Description
Qualifications	Any with Technical background
Experience	3-5 yrs Experience with Defence customers or DPSUs is mandatory/preferred.
Technical & Process Capabilities	<p>Leads & enquiries</p> <p>Tender pipeline</p> <p>Customer visits and meetings</p> <p>Prepare periodic MIS reports for management</p>
Behavioural Capabilities	Good verbal and written communication
	Proactive & critical thinking
	Self driven, open to exploring & adapting to new technologies
Values	Ethics & Integrity, Knowledge, Collaboration, Caring, Agility, Empowerment with Accountability and Sustainability
Preferred Experience, Knowledge & Attributes	Defence company pre sales
	MS Word, MS Excel, PPT
Location of work	Bangalore