

WORK VAPOR

Job Link: <https://workvapor.in/jobs/sales-coordination-executive-manufacturing-industry-role/>

SALES COORDINATION EXECUTIVE/MANUFACTURING INDUSTRY ROLE

BASE SALARY

INR 20000 - INR 35000

DESCRIPTION

Company: Heraeus

Position: Executive- Sales Support

Industry: Manufacturing / Sales Operations

Location: Hybrid (Work from Home + On-site at Durg, Chhattisgarh)

Employment Type: Full-time

Salary: ?20K-?35K/Month

HR Contact: +91 9329927260

Email: ratnpal.gharde@heraeus.com

Required Qualification:

- Graduate in B.Com, BBA, BA or equivalent

Experience Needed:

- Minimum 1 year in sales support or sales coordination
- Experience in manufacturing industry preferred
- Exposure to OTC (Order-to-Cash) process preferred
- Working knowledge of SAP or any ERP preferred
- Basic EXIM documentation knowledge is an added advantage

Key Responsibilities:

- Coordinate with sales team for daily support and order execution
- Support OTC cycle including order entry, dispatch and invoicing
- Track payments and follow up with customers for dues
- Maintain customer outstanding tracker and ensure timely closure
- Prepare quotations, proforma invoices and order confirmations
- Assist in EXIM documentation like commercial invoice and packing list
- Prepare MIS reports on orders, dispatch and collections
- Coordinate with dispatch, production, finance and planning teams
- Ensure accuracy and completeness of documentation

Preferred Location Candidates:

- Odisha
- Uttar Pradesh
- Chhattisgarh
- Maharashtra
- Bihar

Benefits Provided:

- Health insurance coverage
- Provident Fund benefits
- Hybrid work flexibility

How to Apply:

Send your resume or contact on WhatsApp at +91 9329927260 or email at ratnpal.gharde@heraeus.com

HIRING ORGANIZATION

Heraeus

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

? **Remote work from: India**

DATE POSTED

? *March 3, 2026*