



SALES COORDINATOR

Under Business Success Group - Acquisition

Job Definition:

This position contributes to DPC success by providing effective secretarial and administrative support to the Vice President for Business Success Group – Acquisition, as well as to all divisions on the department to achieve departmental objectives.

Key Accountabilities:

- **Maintain confidentiality at all times, as the position will be privy to confidential information such as personnel data, compensation and benefits information, disciplinary measures, among others.**
- **Provides secretarial and administrative support to the VP-Business Success Group – Acquisition and the whole Sales team.**
- **Control, update and maintain incoming and outgoing document/information of the department**
- **Assist the VP-Business Success Group – Acquisition and Sales Managers in office administrative matters**
- **Assist Sales team in the delivery of Sales day to day activities**
- **Complete, coordinate, participates and assists with the special projects concerning the Sales department**

Qualifications:

- **College graduate preferably with degree in BS in Computer Secretarial, Office Administration, Communication Arts**
- **Experience in public relations and communications, modern office procedures, records management, taking and transcribing minutes, and word processing, spreadsheet and presentation software programs**
- **Flexible and excellent interpersonal skills and project coordination experience**
- **Ability to work well with all levels of internal management and staff, as well as outside clients and vendors.**
- **Proficient verbal and written communication skills.**
- **Proficient in MS Office applications.**