



Sales Coordinator

WHY WORK WITH EDULOG

EDUCATION LOGISTICS (“Edulog”) offers exciting opportunities to enhance your career as part of an industry-leading software company. As an employee at Edulog, you will join teams that improve student transportation systems through our innovative technology, across the U.S. and internationally. You will have the opportunity to gain invaluable experience in the software industry, allowing you to grow professionally and move interdepartmentally as your skills develop. If you are looking for a dynamic company, in which to expand your knowledge and experience professional growth, consider Edulog for a collaborative and creative atmosphere where your efforts are appreciated.

SUMMARY & OBJECTIVE

Do you crave a great opportunity for advancement in a fast-paced and growing work environment? Do you enjoy variety in your day-to-day tasks? The Sales Coordinator will work with business development representatives and sales management, and will be an integral part of the sales team.

What are we looking for?

- Willingness to work hard and succeed
- The desire to help others
- Self-motivated
- High level of organization
- Ability to match solutions to client challenges
- Fantastic listener
- The energy to constantly build new relationships
- The courage to do the right thing
- People who like to have fun

DUTIES & RESPONSIBILITIES

- Make cold calls on behalf of the business development reps and setup client demos.
- Assist sales with day-to-day lead and opportunity tasks in Salesforce.
- Organize and schedule meetings and appointments.
- Answering customer questions about products.
- Join sales demos to learn the product line.
- Become a salesforce guru: assist with questions and training.
- Pull reports from Salesforce for business development reps and sales management.
- Generate leads in Salesforce and assign them to sales staff based on territories.
- Submit and reconcile expense reports.
- Gather and process data and information and generate reports.



- Handle multiple projects.
- Work with business development reps and marketing team on campaigns.
- Answer and direct phone calls.
- Book travel arrangements.
- Handle sensitive information in a confidential manner.
- General administrative duties will apply.

SKILLS & QUALIFICATIONS

- Excellent communication and human relation skills necessary in dealing with customers and various organization employees, including the Executive Team.
- The ability to take rejection and deal with difficult personality types and stressful situations.
- PC skills including MS Office.
- Analytical and problem-solving skills.
- Clear and effective written communication skills.
- Excellent time management and organizational skills which include, but is not limited to, the ability to complete multiple tasks and high volume of work on deadline.
- Performs special duties and other projects as assigned.
- Adheres to all company policies.
- Accomplishes all tasks as assigned.

TO APPLY: Please visit our website at <https://www.edulog.com/careers/> to fill out an application and submit a cover letter and resume.