

# Sales Coordinator

## Job Description



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Job Title: Sales Coordinator  
FLSA Status: Salaried

Effective Date: 11/17/2015  
Reporting to: Regional Sales Manager

### **Description:**

The Sales Coordinator is primarily responsible for supporting the Regional Sales Manager in winning profitable new business opportunities. The Winchester sales team is a shared resource for Winchester Electronics and will support the sales efforts for all business units promoting connector, cable assembly, fiber optic and hermetic product lines.

### **Responsibilities:**

Core duties and responsibilities include the following. Other duties may be assigned.

- With the guidance and support of the Regional Sales Manager, drive territory activity that creates new business wins and pipeline adds aimed at meeting or exceeding established territory and company sales goals.
- Focus on emerging accounts and foster relationships to develop new business opportunities (NBO).
- Gather relevant information on NBOs and enter into CRM system.
- Work with Marketing and BU resources to convert opportunities into sales.
- Travel on a regular basis to meet customers face-to-face
- Attend designated trade shows as required.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **External Qualifications:**

- Bachelor's degree Required, A technical engineering degree is a plus.
- Knowledge of Google Gmail, Drive, Docs, Sheets, Slides and Hangouts and Microsoft Office Excel, Word, and PowerPoint.
- Able to establish and maintain effective working relationships with internal and external organizations, groups, team members and individuals.
- Strong communication and presentation skills.
- Strong analytical problem solving, leadership and multi-tasking skills.
- Knows how to GSD

## **How to apply for this position:**

We are not accepting resumes for this position. If you would like to be considered for this position please send a link to your LinkedIn profile page to [j.mcintyre@winchesterelectronics.com](mailto:j.mcintyre@winchesterelectronics.com).