



DATE	23 April 2025		
DEPARTMENT	SALES	POSITION	SALES COORDINATOR

Sales Coordinator:

Job Summary:

La Perle by Dragone is seeking a highly organized, dynamic, and detail-oriented **Sales Coordinator** to support the B2B Sales Team. This role will ensure smooth execution of administrative, operational, and client-facing tasks, enabling the Sales Managers to focus on expanding business opportunities. The ideal candidate must be proactive, presentable, and able to thrive in a fast-paced environment that values collaboration, creativity, and precision.

Key Responsibilities:

Administrative & Sales Support:

- Draft and process sales contracts and proposals.
- Coordinate and track client payments, liaising closely with the finance department.
- Maintain and update internal systems and trackers daily with sales activities, client communication, and production updates.
- Prepare and format presentations, reports, and sales materials.

Client Communication:

- Act as a liaison between Sales Managers and clients via email and phone.
- Ensure prompt and professional responses to client inquiries.
- Follow up on pending documents, confirmations, and payment statuses.

Operational Coordination:

- Arrange and manage group ticket bookings.
- Work closely with the Box Office team to coordinate ticket allocations and group reservations.
- Attend and support site visits, assist with client hosting and logistics.
- Provide daily communication to the Production team regarding group movements and updates.

System Knowledge:

- Professional, presentable, and client-oriented.
- Dynamic, proactive, and able to work under pressure.
- A positive attitude with the ability to adapt in a multicultural environment.
- Previous experience in **hospitality, corporate sales support, or entertainment** industries preferred.
- Experience working with ticketing systems (training will be provided if not).
- Strong interpersonal skills and a genuine passion for customer service.

