

## Sales Coordinator

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Company: Henkel

Location: Indonesia

Category: other-general

At Henkel, you can build on a strong legacy and leading positions in both industrial and consumer businesses to reimagine and improve life every day. If you love challenging the status quo, join our community of over 50,000 pioneers around the globe. Our teams at Henkel Adhesive Technologies help to transform entire industries and provide our customers with a competitive advantage through adhesives, sealants and functional coatings. With our trusted brands, our cutting-edge technologies and our disruptive solutions, you will have countless opportunities to explore new paths and develop your skills. Grow within our future-led businesses, our diverse and vibrant culture and find a place where you simply belong. All to leave your mark for more sustainable growth.

### **Dare to make an impact?**

### **YOUR ROLE**

To focus on sales support function such as creating sales reports; reviewing orders to ensure that Sales team focus on selling and closing projects.

To utilize data analysis to support sales team to make strategic decisions.

Contract management and administration (Non-Disclosure Agreement, Sales Agreements, Rebate / Pricing Agreements)

Provide / Check information for sales (E.g. Sales forecast, product forecast, projects info.,etc.)

Admin duties such as country sales meeting organization (e.g. Agenda and topics)

Support business activities such as business planning; tradeshow and distributor conferences

Provide support to Quality Management and Sample Management

Provide support / Improve current process in systems and to always stay up-to-date with new system and feature launches, ensure sales team is onboard

## **YOUR SKILLS**

Min. Degree in any discipline

Possess at least 2-3 years relevant work experience

Proficient in MS Office and knowledge of in SAP

Good knowledge in Microsoft Excel (pivot table, functions etc)

Developed analytical and problem-solving skills

Excellent communication skills and ability to work cross-functionally

Proactive and a team player

Highly motivated and organized

At Henkel, we come from a broad range of backgrounds, perspectives, and life experiences. We believe the uniqueness of all our employees is the power in us. Become part of the team and bring your uniqueness to us! We welcome all applications across different genders, origins, cultures, religions, sexual orientations, disabilities, and generations.

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