

Trion Group of Companies

<https://trion.com.ph/job/jr-sales-coordinator/>

Jr. Sales Coordinator 1

Description

Key Responsibilities:

- Check order details of customers and ensure all required information is complete.
- Collate bidding prices and assist ASMs in the preparation of proposals for customers.
- Assist ASM in completing all bidding requirements including sending of documents and other items via courier like LBC or Airline Cargo such as Cebu Pacific or PAL.
- Prepare sales requests for payment, add-ons and travel requests for the Sales Department and clients.
- Manage all administrative tasks of the Sales Department.

Education, Licenses and Certificates:

- Bachelor's degree in Business Administration, or any related field.

Relevant Experience:

- At least One (1) year relevant work experience

Hiring organization

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Date posted

July 12, 2025