COMMERCIAL SALES COORDINATOR

Crown Worldwide Moving and Storage has been in the moving business in California for 40 years. We have offices in the Bay Area, Southern California and Sacramento. We are a financially stable, reputable company who takes pride in the services we offer.

We are currently looking to fill a new position for a Commercial Sales Coordinator in our San Leandro headquarters. This individual will work as part of 2 teams, the Sales team and the Commercial Services team, reporting directly to the Director of Commercial Services.

The commercial division of Crown is continually expanding and evolving, finding the best possible way to serve our customers better and refine processes. This position requires a strong sense of urgency, the ability to execute sound judgment, daily use of initiative, as well as a commitment to excellence. Problem solving skills and the ability to work independently are critical to the success of this role.

A successful Sales Coordinator should be able to:

- Provide a base of support for an occasionally remote sales team and be a steady force in a rapidly changing environment.
- Work efficiently and effectively, with a continued eye on quality, to ensure that sales and customer's needs are met.
- Complete time-sensitive tasks while managing and attending to frequent critical interruptions.
- Combine a sense of urgency with patience and diplomacy, and work well with various strong personalities.

The Role and Responsibilities:
The Essential Duties and Responsibilities of this job include the following. Other regular duties will emerge, as will occasional special projects.

- Provide consistent high levels of service and support for the team.
- Support sales team with client facing communications and follow up
- Assist in developing presentations, proposals and/or RFPs with sales team.
- Coordination and structuring of move projects
- Schedule deliveries
- Enter orders into move management system
- Maintain consistent communication via e-mail, telephone, and face-to-face interaction.
- Request parking permits with the SFMTA
- Quoting rates to customers as needed
- Liaise with Operations on late or rush orders
- Special projects

Background and Skills:

- Demonstrated organizational and planning skills.
- Relocation, facility or logistics knowledge is a must
- Strong proficiency in using technology (including Word, Excel and PowerPoint skills)
- Great organizational and time management skills, ability to multi-task.
- A sense of urgency including the ability to meet or exceed deadlines, set priorities.
- Ability to work flexible hours, as needed.

- Ability to take initiative and work independently, exercise sound judgment and discretion and coordinate multiple projects simultaneously
- Good sense of humor, out-going, motivated, driven to succeed
- Excellent communication skills
- Ability to work with all levels of employees, clients and suppliers
- Attention to detail and accuracy
- Outstanding internal and external customer service skills
-

Crown Worldwide is an Equal Opportunity Employer
To see who we are and what we do, visit www.crownwms.com
Clean Criminal Background Check and References will be required

To be considered, you will need:
Experience in a similar role
Email your resume and a cover letter explaining why you would be a good match for this role. Please keep this brief but it needs to be specific to this role
Resume and cover letter need to be in WORD or PDF format only. Other file types will not be opened