

Sales Coordinator

Location: Delhi NCR

Experience: 2+ Years

Shift: Morning

Working days: 6 Days

Employment type: Permanent

Vacancy: 2 (1 Male and 1 Female)

Reporting to: Manager – Specifications / Manager – Ceiling & Plywood

About the Company

BSC Group is a bootstrapped, high-growth organization operating at the intersection of building materials, procurement, and project execution. Since inception in 2011, we have built a strong B2B foundation by delivering reliability, speed, and consistency across thousands of projects. Our model is simple but powerful—integrating sourcing, supply chain, and execution support under one platform.

We are now entering a decisive phase of growth. With expansion into new geographies, strengthening of leadership, and a clear roadmap towards institutional scale, we are building a structure that can support long-term value creation and a potential public market journey. This role is central to that ambition.

Role Overview

The Sales Coordinator will act as the operational backbone of the sales function, ensuring seamless coordination between clients, internal teams, and vendors. This role requires attention to detail, process orientation, and the ability to manage multiple moving parts simultaneously.

Key Responsibilities (KRAs)

- Support the sales team in order processing, documentation, and client communication
- Coordinate with procurement, logistics, and accounts teams to ensure timely execution
- Maintain accurate records of orders, invoices, and client interactions
- Track order status and proactively resolve delays or issues
- Prepare sales reports, MIS, and performance dashboards
- Ensure compliance with internal processes and documentation standards
- Act as a single point of coordination for internal follow-ups

Why Join Us

This role provides deep exposure to the core functioning of a high-growth B2B organization. It is ideal for individuals who want to build a strong foundation in operations and transition into larger roles over time.

Ideal Candidate Profile

- 2+ years of experience in sales coordination or backend operations
- Strong organizational and communication skills
- High attention to detail and process discipline
- Ability to work in a fast-paced environment

5-Year Growth Path

Year 1–2: Build strong operational understanding

Year 2–3: Take ownership of larger accounts or processes

Year 3–4: Transition into operations or account management roles

Year 4–5: Move into team leadership or functional specialization