

At **PYRAMIS METALLOURGIA S.A.**, we are leaders in the production of stainless steel sinks and integrated solutions for kitchens and bathrooms. With a **vision** to make everyday life easier and a **mission** to provide high-quality products through a complete home ecosystem, we are looking for a Sales & Demand Coordinator to join our team and contribute to the efficient operation of the company.

Overview: Supports the sales team by managing orders, customer data, acting as a crucial link between sales, customers, and other departments, handling tasks like processing sales, invoicing, updating CRM, scheduling, and generating reports to ensure smooth sales operations and customer satisfaction. Key duties involve answering queries, tracking deliveries, maintaining sales records, and providing after-sales support, requiring strong organization and communication skills.

Key Responsibilities :

- Provide day-to-day administrative and operational support to the Sales team.
- Coordinate closely with Procurement, Logistics, and Finance to confirm product availability and delivery timelines.
- Monitor open orders, back-orders, and deliveries, inventory levels proactively updating customers and Sales on status. Ensure accurate stock levels and assist in resolving any discrepancies.
- Support sales planning activities by compiling reports on sales performance, forecasts, and inventory visibility.
- Assist with new product launches by preparing documentation, updating systems.
- Support the sales department with other administrative tasks or special projects, upon request.

Requirements:

- Bachelor's degree in Business Administration, Economics, Supply Chain, or a related field preferred.
- 3-5-years proven experience in Sales Support, Customer Service, Order Management, or a similar commercial coordination role.
- Familiarity with order-to-cash processes and key commercial terms (pricing, discounts, delivery terms, credit notes).
- Experience working with ERP and/or CRM systems.
- Excellent command of MS Office, particularly Excel
- Strong written and spoken English skills.
- Exceptional attention to detail and accuracy.

- Strong organizational skills with the ability to manage multiple priorities.
- Ability to adapt to changing priorities and work in a fast-paced environment.
- Professional communication style and strong customer service orientation.
- Collaborative mindset and ability to work effectively across Sales, Supply Chain, Finance, and Logistics teams.
- High sense of responsibility, confidentiality, and ownership of assigned tasks

Benefits :

- Competitive salary based on qualifications and experience.
- Private life and income loss insurance.
- Dynamic work environment.
- Opportunities for growth and development.
- Transportation by company bus.