



Damn Fine Coffee

Sales Coordinator Intern/Trainee

Key Responsibilities:

- Support the sales team with order processing and sales documentation
- Coordinate with customers on quotations, orders, and delivery updates
- Prepare and maintain sales reports, trackers, and databases
- Assist in creating proposals, presentations, and product information sheets
- Follow up on pending inquiries and payments (under supervision)
- Coordinate with logistics, warehouse, and finance teams to ensure smooth order fulfillment
- Maintain well-organized records of client communications and contracts
- Assist in scheduling sales meetings and customer visits
- Support sales events, promotions, and campaigns when required

Preferred Skills & Qualifications:

- Certificate / Advanced Certificate in Sales Management or related field
- Proficiency in MS Excel, Word, and PowerPoint
- Good communication skills in English and Sinhala
- Strong coordination, follow-up, and organizational skills
- Familiarity with spreadsheets and basic reporting
- Exposure to CRM systems (an added advantage)
- A positive attitude with a strong team-player mindset

Apply Now!

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Damn Fine Coffee (Pvt) Ltd, No. 9, Abdul Caffoor Mawatha, Colombo 03

A member of Aberdeen Holdings (Pvt) Ltd.