

# STEPS AHEAD IS URGENTLY LOOKING FOR “COMMERCIAL COORDINATOR (LAHORE, GAJJU MATTAH)” FOR A FASTEST GROWING B2B WHOLESALE MARKETPLACE



## For Warehouse at Gajju Mattah

- Education: Graduate (Minimum).
- Experience: Minimum 2 year in similar role.
- Salary: Rs. 30 - 45K
- Age : 25 - 35 years

### Job Description :

**Responsibilities** include evaluating vendors, negotiating contracts and preparing reports (e.g. on orders and costs.) For this **role**, you should have good knowledge of market research, along with solid analytical skills to make sure you're identifying the most profitable offers.

- Researching suppliers.
- Comparing and evaluating supplier offers.
- Negotiating contract terms and pricing.
- Tracking orders and ensure smooth delivery.
- Assessing and monitoring the quality of products.
- Entering data into order portals and customer relationship management systems.



### **Skills Required:**

- Judgment and Decision Making.
- Detail Spotting. Prioritizing. Persistence.
- Flexibility and Adaptability. Relationship Building.
- Negotiation. Integrity.

Candidates having relevant experience and qualification can send their updated CV's at [ali.saqib@stepsahead.com.pk](mailto:ali.saqib@stepsahead.com.pk) OR WhatsApp at 0333-1026837, mentioning “Commercial Coordinator (Lhr)” in subject line, till August 25, 2021.