



320-310-1520

sales@brogavsolutions.com

www.brogavsolutions.com

Sales Support Coordinator

Position Type: (Full-Time)

Schedule: Monday – Friday

Location: Elk River, MN (In-Office Role)

Overview: We are seeking a detail-oriented, tech-savvy, and organized Sales Coordinator to support our sales team with quoting, vendor communications, procurement, and administrative tasks. This full-time, in-office role is ideal for someone who enjoys structured tasks, collaborative teamwork, and playing an essential behind-the-scenes role in a growing organization.

Key Responsibilities:

Quoting & Procurement:

- Communicate with vendors to request product pricing, availability, and lead times.
- Translate vendor responses into formal customer quotes using internal systems.
- Create and manage purchase orders.
- Maintain and update product pricing lists, vendor catalogs, and margin structures.

Sales & Administrative Support:

- Track and manage quotes, orders, and project timelines using Excel, CRM, or project management tools.
- Provide timely information, documentation, and updates to support the sales team.
- Manage shared inboxes and customer communications as needed.
- Assist with general office duties such as organizing supplies, printing materials, scheduling deliveries, and maintaining an organized office environment.

Requirements:

- Strong attention to detail, accuracy, and organizational skills.
- Proficiency in Microsoft Excel and general computer literacy.
- Excellent written and verbal communication skills.
- Ability to multitask, prioritize, and follow through on open items.
- Self-starter with a proactive, problem-solving mindset.
- Comfortable working in a small team environment and wearing multiple hats.



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Preferred Qualifications:

- Experience with quoting, purchasing, or CRM systems.
- Familiarity with data center, technology, or telecom infrastructure products.
- Prior experience working with vendors, suppliers, or logistics partners.

Compensation: Competitive full-time salary based on experience.