



**WESTVIEW**  
PRODUCTIONS

JOB TITLE: Sales Coordinator  
LOCATION: Denver, Colorado / Orlando, Florida / Los Angeles, California  
AVAILABILITY: Full Time  
STARTING SALARY: \$50,000-\$58,000 Annually

**ABOUT WESTVIEW:**

Westview Productions is an entertainment, energy, and immersive technology solutions firm headquartered in Denver, Colorado. We are a fun, dynamic team who have made it our mission to support those who are “out of the limelight.” From supplying a high school drama teacher with the right equipment to make their students shine, to helping a facilities team light a roller coaster and give guests the ride of their lives, we believe in giving our best to those who help create life’s most memorable experiences.

We believe in challenging every employee to be a lifelong learner. We believe in building strong relationships. We believe in maintaining a sustainable work/life balance and creating an environment that makes team members excited to come to work each day.

**POSITION SUMMARY:**

The Sales Coordinator will be responsible for driving customer satisfaction through timely, consistent, and empathetic communication. The individual in this position will be an enthusiastic team player, able to collaborate with sales, estimating, project management, and accounting departments. They will be ready and willing to own the customer experience from beginning to end and will make it their mission to continually improve Westview’s client relationships. The successful candidate will be passionate about managing schedules and communications, as well as organizing documentation, and keeping up-to-date information. The role of the Sales Coordinator is essential for maximizing the performance and the growth of both the department, and Westview as an organization

**RESPONSIBILITIES:**

- Respond promptly to customer inquiries
- Handle the processing of all boxed good orders with accuracy and timeliness
- Assist Sales Reps and Estimating departments by organizing and managing active leads, opportunities, and prospects.
- Coordinate sales team efforts by managing schedules, filing important documents and communicating relevant information
- Process customer returns and changes quickly and accurately
- Work closely with the accounting department on credit card charges, credit accounts, new customer accounts, and other tasks as applicable
- Inform clients of order status, tracking, unforeseen delays, or challenges
- Work with vendors to obtain materials and equipment pricing when necessary
- Act as a backup to sales team members in monitoring industry bid boards
- Maintain a positive, empathetic, and professional attitude toward customers at all times
- Keep records of customer interactions, orders, and issues through CRM software
- Provide feedback on the efficiency of the customer service process and advocate for customers
- Ensure customer satisfaction and provide professional support
- Maintain existing client relationships
- Other duties as assigned

844.987.7378

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info@WestviewProductions.com



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**MINIMUM QUALIFICATIONS:**

- Detail-oriented with excellent ability to analyze data and circumstances
- Able to work quickly and accurately
- Excellent organizational skills
- Excellent written and verbal communication
- Excellent MS Office skills
- Demonstrated ability to work independently and perform multiple tasks without general supervision
- Well-organized and responsible with an aptitude in problem-solving
- Commitment to continual education about the company, industry, products, and services
- A team player with high level of dedication
- Must possess a valid driver's license

**HOW TO APPLY:**

Send an e-mail with letter of interest and current resume to [careers@westviewproductions.com](mailto:careers@westviewproductions.com)



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