

Job Description			
Position Title	Sales Coordinator	Date	April, 2024
Department	Sales		
Reporting Line	Assistant Manager (Sales Coordinator)	Job Level	Junior Executive
Job Grade	NA	Salary Range	Negotiable
Summary			
This position is responsible for supporting sales activities such as customer service and order management.			
Responsibilities			
	<p>Sales Support duties (70%)</p> <ul style="list-style-type: none"> • Provide support for sales team. • Customer service via email and phone. • Respond to delivery inquiry by order confirmation. • Respond to customer inquiries in timely manner. • Liaison with HQ and provide quotation to distributors. • Generate forecast for major distributors. • Purchase order data entry. <p>Order processing duties (30%)</p> <ul style="list-style-type: none"> • Liaison with HQ for shipping and delivery arrangements. • Generate Invoice. • Other duties may be assigned by superior. 		
Requirements			
Academic Qualification	<ul style="list-style-type: none"> • Min. Diploma in Business, Logistics, Communications or related fields. 		
Work Experience, Skills and other requirements	<ul style="list-style-type: none"> • At least 2 of working experience in related field. • Computer skill (MS Office: Excel and Word). • Understand basic INCO terms would be an advantage. • Good interpersonal communication skills in both speaking and writing. • Professional in written and spoken English • Able to speak Chinese and/or Malay would be an advantage to communicate with Chinese/Malay speaking Counterpart. • Able to multi-tasks and have the initiative to get jobs done. • Candidate must be self-motivated. • Able to work in fast-paced environment. • Willing to learn new things and adapt to multi-culture. 		