

Job Description			
Position Title	Sales Executive		Date
Department	Sales		
Reporting Line	Sales Manager	Job Level	Executive
Job Grade	NA	Salary Range	
Summary			
This position is responsible for sales activities, maintaining good relationship with existing distributors and to achieve target goal.			
Responsibilities			
	<ul style="list-style-type: none">• Responsible and managed assigned customer accounts.• Provide product knowledge to customers and handle all customers' inquiries.• Consolidate customers' requirement and report to Sales Manager.• Assist for pre- and post-sales activities to ensure customers' satisfaction.• Ability to use basic technical knowledge to communicate with customers, distributors and internal departments.• Provide accurate sales quote to customers.• Conduct product presentation to prospective customers.• Liaise with various internal departments: HQ or regional offices on customers and distributors related issues.• Prepare Daily reports, Project/Case/Issue progress reports, monthly Sales/Order report, report on the achievement of targets and any other job-related reports when required.• Perform market research to understand key customer's business growth, market trend and market situation.• Other ad-hoc duties may be assigned by Sales Manager.		
Requirements			
Academic Qualification	<ul style="list-style-type: none">• NITEC, Diploma or Degree in Mechanical Engineer, Marketing, Business Administration and Sales related field.		
Work Experience, Skills and other requirements	<ul style="list-style-type: none">• Minimum 5 year of working experience in related field.• Proficiency in Microsoft Office (Excel / Words / Power point).• Good interpersonal communication skills with a focus on sales and negotiation• Professional in written and spoken English.• Ability to speak Chinese and/or Malay is an advantage to effectively communicate with Chinese/Malay-speaking counterparts.• Able to multi-tasks and have the initiative to get jobs done.• Candidate must be self-motivated, energetic and enthusiastic individual.• Willing to learn new things and adapt to multi-culture.• Able to drive and have a clean valid driving license.• Willing to travel overseas for short term business trip.		