

Sales Coordinator

- Handle existing customer's feedbacks
- Provide after sales service and building good rapport with customers
- Process of sales quotations, delivery orders, invoices and sales reports
- Have a good understanding of customers' need and requirements
- Customer focus and upholding customer value at all times
- Assist the Assistant Sales Manager as needed
- Any ad-hoc task as assigned

Requirements

- Minimum 'O' level or equivalent
- Experience in related field or with ERP knowledge preference
- Computer literate
- Able to start work within short notice