

SALES ADMIN

Location: Jurong area, Singapore

No. of Vacancies: 1

Duties and Responsibilities:

Sales Support

- Prepare quotations.
- Maintain and update the master Sales Report.
- Issue Monthly Sales Report to General Manager for monthly meetings with Executive Director; the Executive Summary shows revenue and cost details.
- Handle all telephone, fax correspondences and email contacts on behalf of the Sales Team.
- Communicate sales-related information to internal departments or appropriate Sales Personnel.
- Provide proactive inbound and outbound call support.
- Act as bridge between Operations and Sales by relaying messages and information.
- Secure sales appointments, acquire new customers from given or generated leads via phone.
- Respond to customer calls on new job orders.

Customer Service

- Provide prompt, efficient and quality customer services; reply to customers' emails, answer phone calls on sales enquires.

Administration

- Establish and maintain appropriate filing system on accounts identified as potential new customers – quotation and purchase order documents.
- Monitor and check all sales-related documents.
- Inform Accounts Department on billing for clients, and pass signed Delivery Orders to Accounts Department.
- Monitor ISO documentation and filing for client satisfaction report.

Requirements and Qualifications:

- Preferably minimum 1 year solid experience in sales administration and support
- Possess Min. O' or N Level certification or its equivalent
- Bilingual – with excellent fluency in the English language and ability to communicate with personnel of all levels.
- Proficient in Microsoft Office Applications.
- Familiar with sales documentations and its process.
- Applicants with sales support experience in construction and engineering industries will have an added advantage.
- Immediate availability preferred.
- 5.5 day work week (Alternate Saturday).

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to jenny.chong@chasen-logistics.com. (All applications will be in strict confidence. We regret that only short-listed candidates will be notified).