



SALES COORDINATOR

Job Responsibilities

- To provide & support sales team, assist in the acquisition & maintenance of new and existing customers;
- To work closely with the Sales team to assess the progress of the department and develop sales strategies accordingly;
- Responsible in general administrative work relating to sales order, correspondence like issuing sales confirmation, quotation, invoice and any other related documents;
- To liaise and coordinate with sales, marketing, purchasing on issue related;
- To handle customer enquiries, orders, deliveries and feedback by providing polite, professional and accurate information accordingly;
- To carry out any other ad-hoc job as assigned by the Superior.

Job Requirements

- Candidate must possess at least a SPM/STPM, Diploma or equivalent;
- Required computing skill(s) : MS Office;
- Required language(s) : English & Bahasa Malaysia;
- Preferably junior executives specializing in Hospitality & Tourism;
- Fresh graduates are encourage to apply;
- Must be responsible, hardworking and have pleasant personality;
- Able to work independently under minimum supervision;
- Must be able to interact with all levels and dedicated team worker;
- Full-time position(s) available