

Job Description

- Ensure to route customer calls, web leads, emails and faxes to sales team for action.
- Ensure all sales or marketing materials including promotional materials, labels and customer lists are accurate and accessible.
- Coordinate sales team by filing important documents and communicating relevant information.
- Handle the processing of all customer orders or requests with accuracy and timeliness
- Provide support for the sales team as required
- Generate sales report for metric analysis
- Support for special sales program when required
- Candidates must possess at least tertiary education qualification or above
- Preferably with minimum 2-years of experience working in any Sales Coordination Field
- Preferably with some knowledge on healthcare industry
- Candidates with good IT skills are preferably sought after
- Computer literate (Microsoft Word and Microsoft Excel)
- Good command of English, Bahasa Malaysia and Mandarin
- Good communication skills

Qualifications

Higher Secondary / STPM/'A' Level / Pre-U, Diploma, Advanced / Higher / Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree

Jobstreet Application

<https://www.jobstreet.com.my/en/job/4529044>

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