



JOB DESCRIPTION

POSITION : Customer Support (Distributor Support)

LOCATION : Johor Bahru

THE PERSON FOR THE JOB

- Support & work closely with Sales & Marketing team to achieve sales target.
- Monthly sales performance tracking
- Process sales order & arrange deliveries (courier services)
- Agreement stamping
- Ensure effective collection from Distributors
- Manage enquiries from Distributors
- Maintain Distributor database
- Maintain good relationship with Distributors
- To provide more input and ideas into marketing initiatives.
- Support Marketing events.
- Adhoc duty when required

Requirements

- Possess a Degree in Marketing / Business or relevant courses
- At least 2-3 Year(s) of working experience in the related field is required for this position.
- Strong written and verbal communication skills in both Mandarin and English
- Able to resolve /provide solution under minimum supervision/ assistance
- Computer literate (Microsoft Excel, Word & PowerPoint)
- Relevant experience with indoor sales support & administrative.