



Sales Administration Executive

RESPONSIBILITIES:

1. To maintain a Sales Registrar of enquiries and quotations, in a format that will enable easy information retrieval and organising for market intelligence.
2. To follow up with the salesperson on inquiries recorded in the server if there are no quotations executed.
3. To organise sales meeting and inform team members of the timing, taking minutes of meeting and keeping updates on the sales registrar.
4. To print out the quotation for superior signatory, and email to the customer.
5. To prepare all boiler tender, such as:
 - a) Prepare documentation for tender deposit
 - b) Apply for Bank Guarantee
 - c) Apply for Bank Draft
 - d) Prepare Deviation letter as per salesperson instruction.
 - e) Prepare all necessary documents compliance to tenders requirements.
6. To follow up with Variation Order for the existing projects.
7. To prepare Addendum and Sales Contract for customer.
8. To prepare Exco Approval when the contract/ tender terms differ from company standard terms.
9. To update Quotation, Tender, Sales Contract, New Orders Lists for Sales & Marketing record.
To assist in follow-up on collections
10. To compile Sales Visit Reports (SVRs) weekly for submission to the Head of Department (HOD) and directors review.
11. To ensure all correspondences are kept in the server.
12. The above job description is by no mean exhaustive. Additional responsibilities may be given to you as and when it is deemed necessary.

EXPERIENCE / SKILLS REQUIRED:

1. Candidate must possess at least SPM / Diploma in Business Studies / Administration/ Management or equivalent.
2. Minimum 2 years working experience in the related field is required for this position.
3. Required language(s): English, Bahasa Malaysia. Good verbal and written communication skill, negotiation and interpersonal skill with the ability to deal with people at all level.
4. Computer literacy, MS office including Words, Excel, PowerPoint.
5. Able to write work report.