



PR/158250 | Sales & Marketing Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1505497

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:38

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY & JOB OVERVIEW:

This company specializes in leasing, installment sales, and factoring services for information and communication technology equipment. It provides business loans and outsourcing services, along with sales of used equipment

JOB RESPONSIBILITIES:

- Responsible for the operational and administrative tasks of the sales and marketing division, including issuing monthly invoices to customers, managing maturing contracts, and handling customer queries related to audit confirmations and payments.
- Involve contract management, monitoring overdue payments, arranging cheque collections and deposits, and other assigned operational and administrative tasks.
- Cooperation with all relevant departments, including the Subsidiary Sales Department at the Tokyo Headquarters and other overseas offices.
- Adherence to internal rules, procedures, and compliance with risk management, information security, KYC, AML, and other regulations is essential.
- Supports the Head of Sales, Managing Director, and other management members in achieving the company's objectives and undertakes any additional assignments as instructed

JOB REQUIREMENTS:

- Diploma or Degree in Business Administration, Sales and Marketing, or a related field.
- At least 2 years of sales experience in the leasing industry, particularly in ICT, office equipment, or industrial equipment.
- Preferably, experience working in Japanese companies.
- Excellent computer skills, with high proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Exceptional time management, interpersonal, and communication skills, both verbal and written
- Ability to stay calm, think clearly under pressure, and effectively handle or diffuse tense situations

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Company Description