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Singapore



PR/094514 | Sales Support Executive

募集職種

人材紹介会社

ジェイエイシーリクルートメントシンガポール

求人ID

1504909

業種

医療機器

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2024年11月19日 11:13

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

About the Sales Support Executive Role:

The Sales Support Executive assists the Sales Teams with daily operations, including preparing sales quotations, maintaining reports, and coordinating communication between departments. This role also involves managing the ERP system and supporting the Logistics Team with shipment documentation.

Key Responsibilities:

- Assist the Sales Teams in daily operations, including preparing sales quotations and RFQs, and responding to customer inquiries
- Prepare and maintain sales reports, presentations, and other documentation as needed
- Coordinate communication between Sales Teams and other relevant departments to ensure timely and accurate

information is provided

- Help manage and maintain the ERP system
- Support the Logistics Team in preparing and generating shipment documentation (Invoice, Packing List, etc.) as required
- Perform other tasks as assigned by the Sales Team

To succeed as a Sales Support Executive, develop strong communication and organizational skills to effectively manage tasks and collaborate with team members. Additionally, be proactive, detail-oriented, and proficient in relevant software to ensure smooth sales operations and high customer satisfaction.

Key Requirements:

- Tertiary degree and above within relevant discipline
- About 3 years of sales support, or relevant experience
- Excellent communication and interpersonal skills
- Strong organizational and multitasking abilities
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and SAP software
- Ability to work independently as well as collaboratively within a team
- Ability to recognize, prioritize, and execute tasks based on company needs
- Attention to detail and problem-solving skills

If you are someone with sales support experience with a strong attention to detail and an independent nature, this opportunity will enable you to further develop your technical expertise in this field.

Apply today or email me at jinhan.huang@jac-recruitment.com/call me at +65 6411 0405 to discuss this new opportunity.

Do note that we will only be in touch if your application is shortlisted.

Huang Jin Han
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EA Personnel Name: Huang Jin-Han

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会社説明