



PR/094604 | Sales Coordinator

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

1512668

業種

レストラン・フードサービス

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

2025年01月22日 17:00

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

Sales Coordinator

A new headcount for Sales Coordinator has just been created within our client in the retail industry here in Singapore. This is due to the business expansion and succession planning that they have crafted for the sales department.

About the Sales Coordinator Role:

In this role, your main responsibility is to assist with incoming sales inquiries in both Singapore and Hong Kong. You will support the Sales Manager and work closely with the internal team to administer incoming inquiries, quotes and sales

orders.

Key Responsibilities:

- Lead generation and management on internal platforms.
- Assist with business development outreach and track campaigns through the CRM system.
- Respond to customer queries and provide updates on their orders.
- Provide administrative support to Sales Managers as needed.
- Raise and follow up on Purchase Orders.
- Offer support for general ad-hoc administrative tasks as required.

Key Requirements:

- Diploma or Degree in business management is preferred
- Min 2 years of inside sales, customer service or administrative experience
- Detail oriented and meticulous, as well as being organized
-

会社説明