

## **Junior Sales Executive**

### **Responsibilities :**

- Account Servicing
- Identify and prepare proposal/quotation to clients for the required service
- Interact with various client and to provide customer support
- Sales order processing, order fulfilment and coordination
- To carry any other duties and job function as and when required by the company

### **Requirements :**

- Candidate must possess at least Bachelor Degree or Diploma in any field
- Self-motivated, independent and a good team player
- Market knowledge of IT industry will be an added advantage
- Fluent in Mandarin will be added advantage

### **Additional Information:**

- Office Hours: Monday - Friday (9am - 6pm)
- Smart Casual on Friday
- Walking distance to LRT Abdullah Hukum
- Transportation to office allowance