

Sales Admin Assistant

Job Description

- Responsible for administration and to ensure smooth and effective execution of sales support.
- Process billing transactions and prepare sales report.
- Provide customer services and handle enquiries for customers.
- Perform administrative works and maintain proper filing system.
- Perform other duties as assigned by the superior from time to time.

Requirements

- Candidates must possess at least SPM or equivalent qualifications.
- At least 2 years of working experience.
- With related working experience is an added advantage.
- Good communication skills and computer literate.
- Candidates who are able to start on short notice will have an added advantage.
- Fresh graduates are encouraged to apply.