



ADMIN EXECUTIVE

JOB OBJECTIVE:

- To ensure the effectiveness and efficiency of administration support for sales teams related activities with high level of quality.

KEY FUNCTIONS:

- To provide quality sales administration and operation support from order processing, billing, and delivery to customer.
 - ✓ To support Internal sales ordering process.
 - ✓ To ensure Purchase Orders are placed on timely basis for all Sales Order received.
 - ✓ Responsible for interfacing with customers, follow up to ensure that appropriate actions were taken on customers' requests.
 - ✓ To ensure down payment is collected for Payment before Delivery orders.
 - ✓ To coordinate with stakeholder to review on incoming order and track the scheduled shipment for each order; commit ETD and ETA timely to customer & share delivery tracking for customer.
 - ✓ To monitor and ensure delivery is completed against the committed delivery date with accurate and timely invoicing, eg: submission via email/ customer portal.
 - ✓ To coordinate logistic activities on incoming shipment & outgoing delivery eg: loaner, demo.
 - ✓ Work with finance to follow up the billing payment from customer timely.
- To maintain effective customer database management.
- To ensure all requires weekly/ monthly sales reports are accurate and submitted on timely basis.
- To maintain effective filing system and easy to retrieve documents when required.
- To drive continuous improvement on operation processes, eg: internal auditor etc
- Answer incoming calls professionally.
- Assist on any Ad Hoc request such office admin related matter.
- To carry out extra duties or assume any other responsibilities assigned from time to time.

JOB SPECIFICATION:

- At least Diploma or Degree in Business Administration or equivalent.
- At least 3 years working experience in sales administration.
- Good Command of English.
- Highly organized and able to deal with multiple activities at one time.
- Excellent communication and interpersonal skills.
- A team player as well as strong self-motivator to succeed.
- Knowledge in SAP system will be an added advantage.
- Computer literate in Microsoft Office.