



## **Sales Administration Executive**

### **RESPONSIBILITIES:**

1. To follow up with the salesperson on inquiries recorded in the server if there are no quotations executed.
2. To print out the quotation for superior signatory, and email to the customer.
3. To prepare all boiler tender, such as:
  - a) Prepare documentation for tender deposit
  - b) Apply for Bank Guarantee
  - c) Apply for Bank Draft
  - d) Prepare Deviation letter as per salesperson instruction.
  - e) Prepare all necessary documents compliance to tenders requirements.
4. To follow up with Variation Order for the existing projects.
5. To prepare Addendum and Sales Contract for customer.
6. To prepare Exco Approval when the contract/ tender terms differ from company standard terms.
7. To update Quotation, Tender, Sales Contract, New Orders Lists for Sales & Marketing record.
8. To compile Sales Visit Reports (SVRs) weekly for submission to the Head of Department (HOD) and directors review.
9. To ensure all correspondences are kept in the server.

### **EXPERIENCE / SKILLS REQUIRED:**

1. Candidate must possess at least SPM / Diploma in Business Studies / Administration/ Management or equivalent.
2. Minimum 2 years working experience in the related field is required for this position.
3. Required language(s): English, Bahasa Malaysia. Good verbal and written communication skill, negotiation and interpersonal skill with the ability to deal with people at all level.
4. Computer literacy, MS office including Words, Excel, PowerPoint.
5. Able to write work report.