

## **Position : Sales Executive**

### **Job Responsibilities:-**

1. Responsible for customer order and provide after-sales service.
2. Development of new customers and perform marketing research surveys on customer needs and requirements.
3. Responsible for solving customer's complaint and non-conformance issue.
4. Follow up on customer payment.
5. Ensuring that customer orders are meet the customer requirements and delivery schedule.
6. Act as company QEMS Inspector committee to carry out inspection on ISO 14001 procedures.
7. Ensuring that all the daily operation and system are complies with ISO 9001, ISO 14001, ISO 22000 and FSC requirements.
8. Any other ad-hoc duties assigned as and when by superior.

### **Requirements:-**

1. Candidates must possess at a least SPM / STPM / Diploma in Marketing or its equivalent.
2. Possess own transport and willing to work long hours.
3. Relevant experience in sales and marketing environment.
4. Excellent communication skills and strong interpersonal skills. problem-solving abilities, self-motivated and able to work independently.
5. Experience in ISO 9001, ISO 14001, ISO 22000 and FSC company environment is an added advantage.