

## **SALES COORDINATOR**

**Location: Subang Jaya, Selangor**

### **Responsibilities:**

To assist and support the Business Development Team in managing sales inquiries, marketing of company services and documentation

### **Job Requirements:**

- Candidates must possess at least a Diploma in Marketing or Mass Communication or equivalent
- Strong command in written and spoken English
- 1 or 2 years of working experience in related field
- Able to work under pressure with minimal supervision
- Pleasant personality with good communication skills and results oriented
- Possess own transport & willing to travel.