

# **Sales Coordinator**

**Salary:** \$1100 (basic) + 0.5% - 1% (sales commission) + \$200 (allowance)

Salary Package negotiable based on experience

## **Job scope:**

- Telemarketing
  - Answer calls and take down order from customers.
  - Push promotional items to customers
- Issue Quotations to customers and follow up closely to secure the order
- Work with Purchaser, Warehouse, Logistics team and Accounts department to fulfil orders.
- Maintain customer base by providing excellent customer service, to increase sales for company.

## **Requirements:**

- Able to communicate in English (written and spoken)
- Basic IT Skills
- possess good customer service skills/attitude
- Team player with initiative
- Strong interpersonal skills.
- Candidates with 1-2 years sales/customer service experience will have added advantage.
- Fresh graduates from ITE/poly are welcome
- Malaysians/PR are welcome to apply.

**Interested applicants, please email your resume with details of your work experience, qualifications, present and expected salaries, contact number and a recent photograph to [web@stationeryworld.com.sg](mailto:web@stationeryworld.com.sg)**

**Only shortlisted candidates will be notified.**

**Otherwise, you can call 6591 5952 for any queries on this position or to arrange an interview.**