

## **Web Administrator cum Sales Support**

**Salary:** \$1500/month

**Main Scope:** Administrate web orders n enquiries. Coordinate with the sales team, supporting them to increase operational efficiency.

### **Detailed Job Scope:**

- Manage web orders to distribute to sales people
- Attend to web hotline
- Manage web redemptions
- Manage website's products database
- Coordinate with web agency
- Assist sales team in processing orders
- Check n balance point for promotions
- Tabulate marketing reports

### **Requirements:**

- Able to communicate in English (written and spoken)
- Good IT Skills
- Possess good customer service skills/attitude
- Team player with initiative
- Strong interpersonal skills.
- Fresh graduates from ITE/poly are welcome
- Malaysians/PRs 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.**