

Sales Executive

Job Summary:

- To achieve maximum sales profitability, growth and account penetration in the company
- Personally contact and secure new business account and customers while maintaining good relationship with the current customer.

Job Duties & Responsibilities:

- Service existing account, obtain order and establish new account by planning and organizing daily work schedule to call on existing or potential sales outlet and other trade factor.
- Responsible for revenue generation in the company.
- Source and evaluate new potential account within assigned territory to achieve mass coverage objective.
- Work closely with maintain an excellent business relationship with current and new customer, supplier and vendor to achieve the department and company budget sales turnover and target profit margin.
- Conduct market research, identify opportunity and monitor development trends of market and feedback to the management.
- Follow up closely on sales enquiry and coordinate with Production Department and customer.
- Ensure timely delivery of finished goods to customer.
- Assist in implementation of sales strategy and promotion set by the company.
- Follow up and collect payment from customer based on credit terms applied at a timely manner.
- Conduct market research to identify new business opportunities.
- Actively seek out new sales opportunities through cold calling, networking and approach visit.
- Plan and organize personal sales strategy by maximizing the Return on Time Investment for the territory or segment.
- Any adhoc task as assigned by superior.
- Compliance with all the Companies published policies and procedures.
- Carry out ad-hoc tasks assigned by the Superior.

Requirements:

- Candidate must possess at least Higher Secondary/STPM/"A" Level/Pre-U, Diploma/Advanced/Higher/Graduate Diploma, Bachelor's Degree/Post Graduate Diploma/Professional Degree in any field.
- Required language(s): English, Bahasa Malaysia & Mandarin (is an advantage)
- At least 2 Year(s) of working experience in the related field is required for this position.
- Required Skill(s): building materials, constructions, engineering, sales
- Preferably Junior Executive specialized in Sales - Engineering/Technical/IT or equivalent.