

Position: Sales Support

Job Based: Port Klang/ Johor/ Penang/ Kuantan/ Kota Kinabalu/ Sandakan/ Tawau/ Bintulu/ Kuching/ Sibu

Responsibilities:

- Prompt RFA filing to enable booking release and ensure nil FCA.
- Timely update sales forecast in LMS for all tradelane.
- Timely update weekly lifting report.
- Timely update MRG & LSR.
- Support the outside sales team respond to customers' questions / queries and complaints. Ensure that all shipment is planned in a timely manner.
- Updating/registering customer account prior booking.
- Respond sales enquiries / leads within same day or within 24 hours.

Qualifications:

- Candidate must possess at least a Diploma, Advanced/Higher/Graduated Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Master's Degree, Logistic/Transportation, Maritime Studies, or equivalent.
- Required language(s): Bahasa Malaysia, English
- At least 2 years of working experienced in the related field is required for this position.
- Preferably Executive specializing in Logistics/Supply Chain or equivalent.
- Full time position(s) available.
- Trustworthy, self-motivated and hardworking.
- Fresh Graduate is encouraging to apply