

## LITEN LOGISTICS SERVICES PTE LTD

Job Title: SALES ADMIN

Location: Changi area, Singapore.

No. of Vacancies: 1

### **Responsibilities & Duties:**

- Provide Daily/weekly/monthly inventory report to customer via warehouse management system (WMS).
- Communicate sales-related information to internal departments or appropriate Sales Personnel.
- Act as bridge between Operations and Sales by relaying messages and information.
- Provide prompt, efficient and quality customer services; reply to customers' emails, answer phone calls on sales inquiries.
- Respond to customer and; or supplier on inquiries by handle all telephone, fax correspondences and email contacts on behalf of the Sales Team.
- Establish and maintain appropriate filing system on accounts identified as potential new customers – quotation and purchase order documents.
- Monitor/Tabulating/Update documentation for filing records, report and check all sales-related documents.
- Inform Accounts Department on billing for clients and pass signed related documents to Accounts Department.
- Ad-hod assignments by reporting Manager.

### **Requirements:**

- Preferably minimum 1 year solid experience in sales administration and support
- Possess Min. O' or N Level certification or its equivalent
- Bilingual – with excellent fluency in the English language and ability to communicate with personnel of all levels.
- Proficient in Microsoft Office Applications.
- Familiar with sales documentations and its process.
- Applicants with sales support experience in Logistics and; or Supply chain industries will have an added advantage.

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to

[Michael.tan@chasen-logistics.com](mailto:Michael.tan@chasen-logistics.com).

(All applications will be in strict confidence. We regret that only short-listed candidates will be notified.)