



CARLTON GLASS
嘉升玻璃

SALES COORDINATOR (OPERATIONS)

RESPONSIBILITIES

- Perform full scope of indoor sales order administrative duties
- Process sales order and liaise with customers & internal staffs
- Making accurate, rapid cost calculations and providing customers with quotations
- Negotiating on price, costs, delivery and specifications
- Responding to incoming various e-communication channel enquiries
- Recording sales and order information and sending copies to the sales office, or entering into a computer system
- Reviewing sales performance, aiming to meet or exceed targets
- Gaining a clear understanding of customers' businesses and requirements
- Ensure overall customer satisfaction that all enquiries are processed promptly and delivered in accordance to customers' requirements.
- Attending team meeting and sharing best practice with colleagues
- Perform other related duties and assignments as required

REQUIREMENTS

- Minimum GCE 'N'/'O' level with similar order/indoor sales working experiences
- Able to perform job independently with minimal supervision
- Good working attitude and willing to learn
- Possess good communication skills (both written and oral) and interpersonal skills.
- Must be self-motivated, resourceful and possess a pleasant disposition

THINGS TO NOTE

- 5.5-days work week; alternate Saturday.
- Located at Changi North
- Full time positions only
- Singaporeans and/or Singaporean PRs only.

BENEFITS & OPPORTUNITIES

- Attractive income package (Basic Salary + Monthly Allowances)
- AWS + VB, Annual Salary Increment, Annual External Training Budget & etc
- Excellent Welfare Benefits: Flexi Claims, Progressive Annual Leave & etc
- Career Growth Opportunities with Prospects