



Sales Coordinator

Eetarp – Singapore

Are you highly motivated, enthusiastic, and possess excellent sales coordination skills? Join our growing company, where we offer not only a challenging career in an innovative technology environment.

We are currently seeking a **Sales Coordinator** for our office in Singapore. If you're ready to take your career to the next level, we welcome your application.

Job Description:

- Perform full sales coordination process such as: customer service support, generate sales order and invoice, making sure that deliveries have been made.
- Coordinate shipping arrangements with customers, forwarders, or respective service providers.
- Keep track of shipment details.
- Update customer on delivery status and inform customers of unforeseen delays or problems.
- Handle RMA / PNR / Factory return.
- Handle various import and export and shipping documents for overseas orders.
- Manage shipment of software / hardware for project.
- Liaise with the internal department for smooth processing and timely delivery.
- Create TS number for replacement.
- Scan Delivery Order, Invoice and save to server accordingly.
- Check SN/MAC ID for GPQM144 and request procurement to get the license.
- Other ad-hoc duties.

Requirements:

- Polytechnic or Degree holder with at least 1 year of experience in sales coordinating or sales support related work.
- Proficient in Microsoft Word and Excel.
- Service oriented and able to communicate with all levels of suppliers and customers.
- Strong problem-solving skills and attention to detail.
- Strong analytical, organization, and time management skills.
- Team Player, multitask, work independently.

Employment Type

Full time
40 hours per week
Mo-Fr: 9am – 6pm

Compensation

+ AWS
+ Bonus
Medical Benefit
Insurance + Check ups
(incl. Dental)
Training intern/extern
(overseas)