



Sales Coordinator

Roles and Responsibilities:

- Attend enquiry calls from sales hotline
- Creating and processing sales and sample orders in a timely manner
- Compiling a list of sales leads, delegating leads to the sales team, and providing sales data and guides to the sales team
- Performing data entry tasks for sales figures and other relevant information
- Maintaining an organized and accessible filing system
- Handling other administrative duties assigned by the company

Qualifications and Experience Requirements:

- Minimum GCE 'O' Level
- Experience in administration and high-volume office work may be advantageous
- Strong analytical, organization, and time management skills
- Team player, multitask, work independently
- Computer Literacy (E.g., Microsoft Excel & Words)

Other Information:

- Mon – Fri (8:30am – 5:30pm), Alternate Sat (8:30am – 12:30pm)
- Transport provided at Yew Tee / Admiralty MRT Station

Please submit your detailed resume with a recent photo, current and expected salary to:

hr.admin@tak.com.sg

We regret to inform that only short-listed candidates will be notified.

Office Located at: 14 Senoko Loop, Singapore 758150