

VACANCY NOTICE

REF: C21092023

POSITION	SALES EXECUTIVE
LOCATION	PUTRA HEIGHTS, SUBANG JAYA, SELANGOR
INDUSTRY	BUILDING/CONSTRUCTION, CIVIL/CONSTRUCTION
TYPE	FULL-TIME

JOB SUMMARY

1. Generate projects / business opportunities to meet the Company's business plans and growth strategies
2. Drive the development and implementation of the sales and marketing strategies
3. Coordinate all aspects of the sales process from initial enquiry to closing of the opportunity
4. Develop solid, long-term relationships with prospects and maintain relationship with existing customers within the commercial construction industry
5. Attend networking & promotional events and trade exhibitions to promote products & services and gather market intel
6. Monitor customer satisfaction, implementation procedures and activities for the purpose of providing feedback to clients
7. Undertake research to identify opportunities and threats in the market place
8. Ensure all marketing materials, documents and correspondence are update and adhered to the corporate image

JOB REQUIREMENTS

1. Candidate must possess at least Diploma or Degree in Business Studies / Administration / Marketing or other equivalent studies
2. Preferably candidate with 3 years' of working experience in Sales / Business Development
3. Excellent communication, customer satisfaction and relationship-building expertise
4. Able to demonstrate a strong desire, commitment and motivation for sales success
5. Able to establish a process for activities that lead to the desired outcomes