

## Job Responsibility

### JOB DUTIES:

- Support the sales & marketing team to develop more new clients under key programs, coordinate with local central marketing team, and other business units to organize more marketing activities and events and etc.
- Follow up inquiries and business leads forwarded from sales team.
- Coordinate with technical team to provide best support for sales team.
- Communicate closely with and report daily work to KAM leaders to seek more support for sales team.
- Assist in marketing work, preparation and organization of webinar, seminar, exhibition, and other marketing activities, etc.
- Support sales team to prepare summary report and plan, including sales statistics, market analysis, etc.
- Process NPS survey and client's feedback follow up.
- Any other tasks assigned by the senior management.

### REQUIREMENT:

- Higher Diploma / University Degree in Marketing or Business related disciplines.
- Minimum 2 years solid experience in sales & marketing, knowledge in inspection and testing business would be an added benefit.
- Knowledge in international trade or the products of toys, furniture, sports, DIY, textile, electrical & electronics product is preferred.
- Good coordination skills & organizing skills.
- Strong interpersonal & teamwork skills.
- Honesty, earnest, patient and responsible.
- Independent & self-motivated.
- Good command of both written & spoken English & local language.
- Proficient in computer skills, especially in PowerPoint.

### ADDITIONAL INFORMATION:

Positions available in any one of the following regions: UK, USA, Poland, Turkey, Vietnam, Philippines, Myanmar.