



## INSIDE SALES EXECUTIVE

### RESPONSIBILITIES

- Providing administrative support to sales team and regional manager, assisting with proposal development.
- Taking care of the complete process using SAP - handling product inquiries, preparing quotations, processing orders and invoicing, coordinating deliveries
- Monitoring and controlling of inventories.
- Providing technical support to customers
- Working in close collaboration with sales team to create customer relationship and enhance customer experience.
- Developing new prospects, researching various published sources to create list of prospects to contact for marketing purposes
- Conducting periodic and regular surveys of customers to determine satisfaction and cross-selling opportunities

### REQUIREMENTS

- Service-oriented and customer-focused.
- Team player, ability to develop own ideas and work under minimal supervision.
- Awareness about product knowledge and quality obsession
- Knowledge about Automotive materials will be an advantage
- Proficiency in Microsoft Office and/or knowledge about SAP will be a plus
- Care of the complete process using SAP - handling product inquiries, preparing quotations, processing orders and invoicing, coordinating deliveries
- Providing technical support to customers. Working in close collaboration with sales team to create customer relationship and enhance customer experience

An attractive remuneration package is on offer for the selected candidates. Send your cover letter, CV and salary expectations via email to [hr@wuerth-industry.my](mailto:hr@wuerth-industry.my). Only shortlisted applicants will be notified"

