







## SALES & MARKETING EXECUTIVE

EVERSPARK INDUSTRIES SDN BHD  [View all jobs](#)

-  Senai, Johor
-  Marketing Communications (Marketing & Communications)
-  Full time
-  Add expected salary to your profile for insights

Posted 2d ago

### Main Responsibilities:

- Handle customers' feedback and complaints
- Responsible for basic day-to-day running of the office administration.
- Handle daily inbound calls, incoming emails, faxes and response to customer queries ensuring understanding of requirements before acceptance of orders.
- Coordinate internally with production and logistic department to meet customers' requirements.
- Maintain proper filing / correspondence records.
- Proactively follow up for any outstanding orders or pending issues
- Response promptly to customer enquiries, deliveries, complaints, etc.
- To build and maintain a long-term business relationship with customers by providing prompt and accurate service so as to promote customer loyalty.

- Generate monthly reports for review.
- Resolve and / or highlight customer issues / complaints.
- To involve in Quality Management System (QMS) related activities e.g., Internal Audit, Continual Improvement program, Training & etc.
- To work in harmony and as a team with co-workers and meet sales goals.
- To monitor the completion and follow up for any pending duties assigned by the Superior.
- Responsible for any other duties as assigned by the Superior from time to time and as and when necessary.

### Competency Requirement:

- Diploma, Bachelor's Degree in Business Studies/Administration/Management, Commerce or equivalent.
- Knowledge in ERP / SAP basic function, MS Office.
- Proficient in writing and verbal English
- Strong meticulous and outspoken personality
- High level of interpersonal skills at multiple levels

### How do your skills match this job?

Sign in and update your profile to get insights.

Register

Sign In

## Employer questions

Your application will include the following questions:

- Which of the following statements best describes your right to work in Malaysia?
- What's your expected monthly basic salary?
- Which of the following types of qualifications do you have?
- How many years' experience do you have as a Sales and Service Executive?
- Which of the following Microsoft Office products are you experienced with?
- Which of the following languages are you fluent in?
- How would you rate your English language skills?
- How much notice are you required to give your current employer?

## Company profile



## Everspark Industries

 Manufacturing, Transport & Logistics

 101-1,000 employees

We are one of the leading manufacturers of rebuild starters and alternators in Malaysia, maintaining and re-manufacturing auto electrical components for various makes and model of vehicles. Our products are well accepted in markets far and...

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### Perks and benefits

- Medical
- Miscellaneous allowance
- Loans
- Dental

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## Company information

**Registration No.**

199001017971

### Be careful

Don't provide your bank or credit card details when applying for jobs.

[Learn how to protect yourself](#)