



## **PHC METAL SDN. BHD. (247798-K)**

75, JALAN 10/91, TAMAN SHAMELIN PERKASA

56100 KUALA LUMPUR, MALAYSIA

PHONE: +603-9283 3122

FAX: +603-9282 2122

E-MAIL: info@phcmetal.com

### **Vacancy: Sales Support Officer**

#### **Company Profile**

Our company is principally a trading company for fasteners such as nuts, screws, washers, bolts, pins and clips. We are an ISO 9001:2008 certified company.

With more than 30 years of industry experience, we have established a strong customer base from multiple industries. Throughout the years of delivering good service and quality products we have gained confidence and support from many companies, mainly in the engineering sector.

The nearest LRT station to our office is Pandan Jaya. Taman Shamelin Perkasa is strategically located with easy access to major expressways such as the East-West Link highway, Middle Ring Road 2 (MRR2), BESRAYA highway, PLUS highway, KESAS Highway, Cheras-Kajang Highway to reach the rest of Cheras neighborhoods, Kajang and Seremban, plus also other main roads that services the area or going to the city centre such as Jalan Cheras, Jalan Perdana Indah, Jalan Perdana Utama, Jalan Pudu and Jalan Loke Yew.

#### **Job Description**

- In charge of full sales function:- reviewing customer's orders, work on the right pricing, issue quotations, sales orders, delivery orders and invoicing (using accounting software = SQL). On the job training will be provided in how to use SQL.
- Attend to customer's enquiries through phone or email
- Work closely with Store Department to plan delivery of stock to customers
- Work closely with Purchasing and Suppliers to obtain best price and ensure on time delivery
- Provide product support and solutions to Customers (on job training on fasteners will be provided)

#### **Job Requirements**

- Preferably possess at least a Diploma in Business Admin, Marketing or Engineering. Accounting students who are interested in sales support/business can also apply. SPM/STPM qualifications can be considered depending on experience
- Good attendance, fast learner and self-motivated.
- Service minded, communicate well and good attitude
- Required skill(s): MS Excel, MS Office, MS Word.
- Have knowledge in fasteners (bolts, nuts, washers, pins & clips) is an added advantage.
- Preferably can speak Chinese. Full-Time position(s) available.
- Interested candidates can email resume to info@phcmetal.com. Tel: 03-92833122