

Greetings from Toshiba TEC Malaysia Sdn Bhd!

I'm writing to seek for advice of the procedure if we were to offer a job opportunity for your university's fresh graduates & undergraduates. I've actually dropped by to your campus and visited the career unit of Uniten last Tuesday, 29<sup>th</sup> Dec 2015, and get your contact card there from your colleagues.

Toshiba TEC Malaysia Sdn Bhd is currently expanding our business and aggressively looking for the Business Development Executive candidate with details below,

**Responsibilities:**

- Identify and develop new business opportunity in the local market.
- Achieve monthly sales quota set for Toshiba Multifunctional Digital Photocopier and related solutions to potential customers in assigned markets.
- Organize and / or conduct product presentations and demonstrations to the prospective customers.
- Prepare sales proposal / quotation for submission to potential customers.
- Responsible for timely payment collection.
- Prepare sales related reports for superior review.
- Perform any other duties that may be assigned from time to time.

**Requirements:**

- Excellent communication, presentation and interpersonal skills.
- Possess drive, initiative and work commitment.
- Able to work independently and aggressively.
- Possess own transportation as you would be required to travel extensively within the assigned territory.

**Industry:** Computer/Information Technology (Hardware)

**Working Hours:** Regular hours, Mondays – Fridays

**Dress Code:** Formal

**Benefits:** Medical, Miscellaneous allowance, Parking

**Spoken Language:** English

**Company Introduction:** <http://www.toshibatec.com.my/>

For application, you may send in your CV directly to my email, [evelynlam@toshibatec.com.my](mailto:evelynlam@toshibatec.com.my).

Thank you.