



## Sales Coordinator

### Description:

- Assist in account servicing and sales activities
- Prepare business proposals
- Compile daily report
- Responsible for cost calculation

### Requirement:

- Diploma or degree holder with discipline in logistics or business related studies
- With at least 1 year's relevant experience in freight forwarding industry
- Fresh graduates and candidates with lesser experience will be considered
- Good interpersonal skills and proactive with good team spirit
- Aggressive, energetic and able to work under pressure
- Well organized, customer focused and self-motivated
- Fluency in written and spoken English, Chinese and Mandarin
- Proficient in MS Office Word, Excel & PowerPoint
- Immediately available is preferable

We offer attractive remuneration packages with Bank Holidays, medical insurance, double-pay, discretionary bonus, 12 days' annual leave and excellent career development opportunities to the right candidate. Interested parties please press JOIN US to submit your full resume with expected salary and availability to Human Resources Department.

**Personal data collected will be treated in strict confidential and for recruitment purposes only.**