



TENAGA CABLE INDUSTRIES SDN. BHD. 198901012116 (189423-D)
(Anak Syarikat Tenaga Nasional Berhad)

VACANCY

Executive – Sales Coordinator

RESPONSIBILITIES	REQUIREMENTS
<ul style="list-style-type: none">• Assist smooth running of sales administration with timely delivery• Coordinate prompt delivery to customer• Update contract data and delivery records• Assist all process in sales are timely executed (work order, sales order, DO and invoice)• Update and maintain sales record including ERP system• Liaise with other units to ensure customer requirement are met• Follow up with customer quotation and tender	<ul style="list-style-type: none">• Must possess at least Diploma in any related field (Priority given to Diploma in Business Management / Administration)• Minimum 3 year(s) experience in related discipline.• Good discipline and responsibility.• Excellent communications and interpersonal skills.• Ability to solve problem with minimum time taken.• Good personality and responsibility.• Ability to work in team and with minimum supervision

Interested candidates please submit your application, latest passport size photo and resume to: - Unit Perancangan dan Perjawatan TENAGA CABLE INDUSTRIES SDN. BHD Lot 2, Jalan P/12, Seksyen 10, Kawasan Perusahaan Bangi, 43650 Bandar Baru Bangi, Selangor Darul Ehsan, Malaysia Tel : 03-89222678 Fax : 03-89255911	or	Email :- > career@tcisb.com.my Closing date : 18 MAC 2022
---	----	--

**Only shortlisted candidates will be contacted for interview.*