



## Specialist Inside Sales Rep

### Job description

#### Job Description:

1. Daily operation on Customer Master Data handling, Sample management, Credit /Debit Note handling, PCN handling, PPAP handling, EUC and trusted partner check, etc.
2. Material enquiry (ROHS, green, SGS report, data sheet, part number enquiry, LT, MOQ, MPQ checking, etc.)
3. Reports & other related business data coordination.
4. Administrative duties assigned by team manager.

### Profile

#### Candidate Requirement:

1. Bachelor degree with relevant 1-3 years relevant experience.
2. Fluent in spoken & written Mandarin & English.
3. Proficiency in PC operation, such as MS office.
4. Team working spirit and willing to offer assistance to others.
5. Outgoing and easy to communicate and follow up on assigned tasks within given time.
6. Responsible and able to handle multi-tasking at the same time.

### At a glance

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Location: **Penang**  
Job ID: **318267**  
Start date: **immediately**  
Entry level: **1-3 years**  
Type: **Full time**  
Contract: **Permanent**

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