



FUTURE ELECTRONICS

EXPORT SALES JOB DESCRIPTION

JOB TITLE:

Sales Executives

JOB PURPOSE:

To manage and increase sales on key accounts

PRINCIPAL ACCOUNTABILITIES:

Broaden existing accounts and develop and manage new accounts.

JOB CONTENT (PRIMARY & SECONDARY FUNCTIONS):

Primary

1. Negotiate and close business with customers.
 2. Negotiate with Marketing and customers to close deals.
 3. Manage order entries and order acknowledgement.
 4. Prepare account review report.
 5. Seek/heed advice proactively and regularly from Group Manager/ Director to improve and upgrade skills and knowledge in the conduct of business.
 6. Report business obstacles to Group Manager/ Director proactively and regularly in order to iron up the challenges.
 7. Manager customer backorder effectively
 8. Collect payment from customers and manage AR (account receivable).
 9. Reduce S&E (stranded & excess inventory)
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CREDENTIALS:

QUALIFICATIONS

- ✧ Diploma in any discipline

EXPERIENCES

- ✧ At least 1 year of experience in a sales/customer service in either electronics distribution or electronics manufacturing industry