

# VACANCY

## 1. SENIOR MARKETING CONSULTANT

## 2. CUSTOMER RELATIONSHIP EXECUTIVE

(KUCHING/SIBU/BINTULU/MIRI)

### RESPONSIBILITIES:-

- Identify potential prospects to develop new business.
- Monitor and report on activities and provide relevant management information.
- Carry out market research, competitor and customer surveys.
- Develop business strategy for developing existing or new business.
- Conduct analysis and study/identifying sales growth and potential businesses.
- Attract and secure customers to establish long term business relationship to ensure continuous renewals.

### REQUIREMENTS:-

- Minimum SPM / STPM / Diploma / Degree or its equivalent.
- At least one (1) year experience in sales / marketing / business development role with proven track records.
- Fresh graduates are also encouraged to apply.
- Proficient in both written and spoken English and Bahasa Malaysia; Knowledge of Mandarin and other Chinese dialects would be an added advantage.
- Possess own transport and willing to travel.

## 3. CUSTOMER SERVICE EXECUTIVE

(KUCHING)

### RESPONSIBILITIES:-

- Answer all incoming calls and handle customer's inquiries in a professional and courteous manner on the telephone or via e-mail.
- Re-direct calls as appropriate and take adequate messages when required.
- Maintain the general filing system and file all correspondence.
- Deliver excellent service, at all times.
- Carry out instructions given by the management team and head office.

### REQUIREMENTS:- Minimum STPM / Diploma in any field of studies.

- At least one (1) year experience in call centre or customer service environment.
- Strong command of oral and written Bahasa Malaysia and English. Proficiency in Mandarin will be an advantage.
- Excellent telephone etiquette with excellent listening skills.
- Outgoing, self motivated, diligent, resourceful, able to multi-task and work under pressure.
- Able to liaise effectively on all level within an organisation.
- Well versed in Microsoft Office particularly in MS Excel and Word.
- Fresh graduates are also encouraged to apply.



### Write to:-

**The Regional Manager,  
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Regional Office  
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