

## Sales Manager/Assistant Manager

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Company: EPS

Location: Malaysia

Category: other-general

### Responsibilities:

- To oversee and manage the Sales Department. Responsible for Business Development and Customer Care.
- To secure new customers, service existing customers, attend to customers' requests, and ensure customer satisfaction.
- Prepare quotations pertaining to Airfreight, Sea freight, Trucking, warehousing, et according to customers' requirements.
- Requisition and negotiation of rates from Airlines, Shipping Lines, co-loaders, and NVOCC.
- To send sales leads to overseas group offices and agents to generate additional businesses overseas.
- To secure routing order import and prepare shipping instructions for all nominated inbound shipments for both air & sea.
- To meet and achieve monthly and yearly targets. Also, prepare Daily Sales Appointment Reports and Sales Reports and write up profiles of every new prospective customer visiting and each week submit Sales Report to the Branch Manager/Marketing Director/Managing Director.
- Besides, shall also submit Bad Debtors Report by the end of every month to BM.

Sub Specialization : Supply Chain & Logistics;Logistics Management;Import & Export  
Custom Clearance;Shipment / Freight Forwarding Type of Employment : Permanent Minimum  
Experience : 5 Years Work Location : Selangor

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