

Mimex is an on growing organization with strong business set up in Cambodia. We are market leading trading company for bring good products to the Cambodia's consumer market. We aim to enhance the quality of life for our customers. Currently we are seeking for talents to join our family and grow the business together. The position we are looking are as below:

Sales Admin

Position Summary

As Sales Administration, you will be responsible for supporting the sales team on the matters of documentation, data record keeping and day to day administration duties.

Essential Job Functions

- Maintain and update sales and customer records
- Check data accuracy in Quotation, Proposal, Order, Reports
- Develop monthly sales reports
- Maintain a database that contains all of the important information for both current and prospective customers.
- Communicate important feedback from customers internally with sales team
- Liaise with the other department to ensure timely deliveries to match with sales activities
- Ensure sales targets records are corrected and report to the team for any data deviations
- Stay up-to-date with new products and feature
- Responsible for other tasks as assigned by management team.

Essential Requirements

- Bachelor's Degree or higher in related fields
- Result oriented and love to sell
- Fast and efficient worker, able to work under pressure and highly responsible
- Outstanding organizational and time management skills
- Proactive problem solver
- Willing to work hard and flexibility in working hours
- Ability to multitask and prioritize daily workload
- Good attitude and good interpersonal skill
- Good command of spoken and written English, Thai ability will be high considered
- Good in Computer literacy (MS Office – Word, Excel, PowerPoint)