



Job Title: Sales Executive (Rubber)

Duties and Responsibilities: -

1. Provide quality service to obtain optimum customers satisfaction and provide feedback for improvement.
2. Ensure prompt services are provided to customers and handling their complaints in a timely manner.
3. Maintain good relationship with customers, promote business to potential customers and assist Manager/Supervisor in Sales promotion activities.
4. Achieve individual monthly and yearly sales targets set for the assigned products.
5. Prepare sales and activities report to the Head of Department.
6. Identify new account opportunity and institute sales actions to foster potential sales relationship that leads to sales orders.
7. Develop and foster an effective customer relationship with the customers for long term strategic partnership that goes beyond the sales orders such as assisting the customers to meet their operation / product efficiency through educating product features.
8. Manage and monitor individual sales budgets and other information on orders, payments receipt for the account.
9. Keep tap with the competitors' products and pricing information and feedback to the Sales Management for further analysis and recommendations.
10. Ensure customers payments are within the company's credit targets by monitoring existing customer payment trends.
11. Any other duties and responsibilities assigned from time to time.

Job Requirements: -

1. Minimum Diploma/Degree in Chemical Engineering or Chemistry.
2. Sales experience in the field (minimum 3 years) with a focus on sales of rubber products will be an added advantage.
3. Demonstrate basic knowledge and understanding of the industry/market/competitors/customers to implement and participate in all sales and promotional activities.
4. Strong communication skill in English, Bahasa Malaysia and proficiency in Mandarin is a must.
5. Demonstrated excellence in organizational, planning, judgement, selling and negotiating skills.
6. Ability to work independently with commitment, strong initiative, and work with a team.
7. Must be willing to travel locally, overseas and possess own transport.

Candidates who are interested, please send in your latest resume and a passport size photo to career@chemprotek.com. Please state current salary and expected salary in your resume.

CHEMPRO TECHNOLOGY (M) SDN BHD



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