



Sales Admin Executive
(Selangor – Kota Damansara)

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Responsibilities:

- Handle property sales admin activities that include generating reports, sales analysis, progress billing and customer relations.
- Liaise with purchasers, end-financiers and solicitors on loan documentation matters and maintain proper records accordingly.
- Attend to purchasers' correspondence and enquiries in a timely and proficient manner.
- Maintain an effective control list to ensure documentation procedures are followed up closely and completed on time.
- Assist in property sales launch and marketing activities.

Requirements:

- Possess Diploma / Degree in Business Admin or Marketing.
- At least 1 year working experience in a related field.
- Must be computer literate.
- Good interpersonal and communication skills.
- A team player with pleasant personality and attitude.
- Proficient in written and spoken English and Bahasa Malaysia.
- Knowledge of Wiz Property Developer System or IFCA will be an added advantage.
- Fresh graduates are encouraged to apply.

Interested candidates are invited to apply online and submit a detailed resume with contact number, current and expected salary together with a recent passport-sized photograph (n.r.). Alternatively, please post or email your application to:

Human Resources Department
SUEZ DOMAIN SDN BHD
No. 6-1, Jalan PJU 5/4,
Dataran Sunway, Kota Damansara,
47810 Petaling Jaya,
Selangor DarulEhsan.

Email: hr@suezcap.com

Only shortlisted candidates will be notified