

## Senior Sales & Marketing Officer

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Company: Talentvis

Location: Thailand

Category: other-general

Male or Female, age between 27-35 years old.

Bachelor Degree in Marketing or General Management.

More than 2 years experiences in related field.

Fluent in English (Reading, Writing, Speaking).

Follows up with customers after receipt of their order, verifies customer satisfaction and resolves any concerns.

Submits report to Sales Manager, provides weekly activity/reports, monthly sale reports and monthly sales forecasts for assigned territory.

Prepares and updates as required, the company's sales plan and reports.

Receives requests by telephone, fax or mail for price quotations/verifications, purchase orders and changes or cancellations directly from customers, answers questions regarding product line, prices, delivery times, warranty periods, credit/financing arrangements.

Assists in handling the needs of customer and works with Production and Purchasing to expedite or ensure timely delivery of scheduled shipments, maintains close with liaison with other departments to carry order through completion.

Submits forecast reports to Production Control Manager, provides briefings to Sales

Manager as necessary or as requested. Performs any other duties as assigned.

To support Manager to manage all customer's QCD evaluation and promote improvement activities.

Prepares returned goods paperwork, copies of invoice and delivery receipt to Account and Administration.

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