



**KESTRONICS (S) PTE LTD**  
Blk 1090, Lower Delta Road, #07-01/04  
Tiong Bahru Industrial Estate, Singapore 169201  
Tel: (65) 62786211 Fax: (65) 62741896  
Web: <http://www.kestronics.com.sg>  
Co Reg No: 198200250W

### **SALES/ CUSTOMER SERVICE EXECUTIVE**

#### Roles & Responsibilities:-

- Liaise with suppliers/vendors, request for quotation and ensure goods are delivered per shipping schedules;
- Able to handle customers' enquiries;
- Compiling and generating sales Reports;
- Liaise and support regional offices;
- Coordinate both internal divisions and external customers and suppliers;
- In-door sales (Components and cabling);
- Some travelling is required.

#### Requirements:-

- Applicant must possess O' level / ITE/ Diploma or equivalent;
- Relevant experience preferred but not necessary;
- Possess excellent interpersonal communication skills, street smart and able to work independently with minimum supervision;
- Proficient in MS Office e.g. MS Excel/ Word / Powerpoint;
- Bilingual in English and Chinese;
- Able to start work immediately;
- Singaporean / PR.

5 days work

Attractive Salary Base + High Commission dependant on quality and experience.

**Interested applicants to email detailed resume stating last drawn and expected salary, with enclosed recent photograph, to [derick\\_ktsq@sunright.com](mailto:derick_ktsq@sunright.com).**

**All applications will be treated with the strictest confidential. Only short listed candidates will be notified.**