

JOB OPPORTUNITY

Indoor Sales Coordinator



Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business

Organization details :

Company : ANN YAK SIONG HARDWARE
Website : <https://www.ays-group.com/>
Address : Lot 6488, 6488, Jalan Haji Abdul Manan, Meru, 42100 Klang, Selangor

Job Responsibility :

- 1) Handle customers' complaints and inquiries in a polite, professional, and helpful manner.
- 2) Coordinate and ensure accuracy in processing orders and managing all related paperwork for the sales process.
- 3) Provide strong administrative support to the field sales team—including preparing quotations, managing incoming/outgoing communications, answering calls, and checking stock availability.
- 4) Track customers' orders and keep them updated on delivery or status changes.
- 5) Offer friendly and reliable post-sales support to ensure customer satisfaction.
- 6) Perform ad hoc tasks as required by the management.

Job Requirements and Qualifications :

- 1) Strong communication skills in English and Mandarin (priority will be given to these candidates, as required by business operations).
- 2) Computer-literate and comfortable with basic math.
- 3) Fresh graduates are encouraged to apply — training will be provided!
- 4) Positive attitude, team player, and good in multitasking.

Benefits :

- ✓ Medical claims
- ✓ EPF & SOCSO & EIS
- ✓ Working with a fast-growing company
- ✓ Career Development Opportunity
- ✓ Insurance
- ✓ Free parking
- ✓ Training and Certification
- ✓ Fans Club (Charity , Outdoor activity, Sport etc)
- ✓ Education support
- ✓ 5 Working days

Person-in-charge :

Name : Ms Vi
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