



Position : Part-Time Sales Admin Assistant / Part-Time Clerk

Role & Responsibilities :

- Responsible for scanning and storing files to company server for backup;
- Prepare purchase orders and arrange samples to clients;
- Update sales inventory and answer inquiries;
- Assist in other ad hoc assignments when required.

Requirements :

- Minimum 1 year working experience;
- With sales admin experience is an advantage;
- Responsible, attentive to details and be a team player;
- Immediate available is preferred;
- 5-days working (half day).

We offer competitive package for the right candidate. Please send full resume including the current & expected salary and the contact information to hr@kwantaieng.com. Personal data collected will be used for recruitment purpose only.