

## Sales Support Executive

### Requirements

- Degree/Diploma in Marketing or Business Administration.
- Minimum one year experience in sales and marketing or business development role.
- Experience in airline and hotel industry would be an advantage.
- Compiling daily lists of leads and delegating them to sales & distribution team
- Maintaining an accessible and organized filing system for sales and distribution
- Handling all administrative duties for the sales & distribution team
- Providing assistance to management team members as needed
- Performing data entry duties in regards to sales figures and other key data
- Creating and processing sales in a timely manner
- Reporting any unusual activity to supervisors
- Proficient in both written and spoken English, a plus if also proficient in Bahasa Malaysia and/or Mandarin

### Skills and Personality:

- Proactive, result-driven and presentable.
- Analytical minded, effective communication and interpersonal skills.
- Ability to work well under deadline pressure.
- Ability to develop and deliver effective presentations
- Ability to quickly adapt to a constantly changing market.

If you meet the above stated criteria, you can send your resume / CV to [jobs@myairline.com.my](mailto:jobs@myairline.com.my).

Shortlisted candidates will be advised on the date and venue of interview.

