

Assistant Manager/Senior Executive – Inside Sales

Job Responsibilities:

- Creating quotations for Enterprise/ Wholesale/ Carrier/Retail Sales and assigning Sales Lead to Client Managers and Account Managers.
- Prepare monthly payments for City Broadband (CBB) and Enterprise Dealers end to end, SLA 30 days every month.
- Managing all Point of Sales Materials (POSM), booths which is related to roadshow activities including stock stick.
- Assist Wholesale/ Carrier/ Enterprise and Retail Account Managers/ Client Managers for after sales matters related to billing, payments, infra checking for customers, Client Managers, Account Managers and Dealers.
- Liaise with Finance, Network Coverage, Marketing and Customer Service and Pricing to ensure the compliance and fulfilment of process is always adhered.
- Prepare sales report and funnel tracking weekly, tracking of sales achievement for Account Managers & Client Managers versus targets.
- Act as support team for Sales and ensure smooth Sales process and journey.
- Prepare memo related to commission and process changes, ensure filing of relevant documentation, creating database of existing customers/ Dealers, and legal documentation and to assist on audit matters related to commission and payment to Dealers.
- Performs other related duties and ad hoc requirements as and when required.

Job Requirements:

- Possess at least a Diploma / Bachelor's Degree in any discipline.
- Minimum 10 years' experience in the Telecommunication industry with a supervisory position will be added advantage.
- Proactive, self-motivated with attention to detail and independent.
- Excellent communication, and interpersonal skills.
- Excellent Proficiency in Microsoft Office especially Excel.
- Sound Analytical & meticulous especially on payment details and invoice submission from Dealers.
- Good organizational skills and good at multitasking.
- Diligent in follow thru and getting the right information before cascading to customers, dealers, account managers and client managers..
- Able to demonstrate company values of integrity, collaborative, professionalism, customer centricity, forward thinking and mindfulness at all time.
- Applicants must be willing to work in Cyberjaya, Selangor.