RCL

Regional Container Lines

Join US!

Jnr. Executive (Sales Indoor)

Responsibilities:

- Respond to RFQs and customer inquiries by preparing quotations, proposals, and sales documents in a timely manner.
- Coordinate with the Yield Management team to obtain rates and ensure accurate pricing based on customer requirements and business background.
- Gather and review customer and business background information, including trade lanes, shipment requirements, and commercial conditions, to support the quotation process.
- Complete and submit tender documents, including rates, terms, conditions, and other required commercial information.
- Maintain accurate customer information, sales activities, and opportunities in CRM and ensure timely follow-up with customers.
- Coordinate with Finance, Operations, Customer Service, and other internal teams regarding customer requirements, pricing, credit requests, and operational matters.
- Process and follow up on customer credit requests in coordination with the Finance team.
- Coordinate with relevant locations/offices and internal teams to ensure smooth handling of customer requirements.
- Prepare daily and monthly sales reports and provide sales administration support to the Sales Manager.
- Provide general sales administration and documentation support to ensure the sales process is organized and efficient.

Qualifications:

- Bachelor's degree in Business Administration, Logistics, Marketing, or related field.
- Experience in Inside Sales in shipping lines at least 3 years.
- Good Microsoft Office skills, especially Excel and Outlook.
- Good English reading and writing skills.
- Can work under tight deadlines.

Apply Now



recruitment@rclgroup.com

02-2961394

Website www.rclgroup.com

" START YOUR JOURNEY AND AMBITION WITH US "