



Marketing Assistant / Sales Coordinator

Location : Selangor - Seri Kembangan

Responsibilities

- Ensure the smooth running of all administrative matters related to the department.
- Ensure that all documents and correspondences are properly referenced, distributed and filed.
- Coordinate, facilitate and prepare necessary arrangement for visit, survey and audit by clients.
- Coordinate company prequalification & registration.
- Able to work independently, a team player and posses good interpersonal skill.

Requirements

- Diploma or certificate in Business Studies/Marketing/Mass Communication or equivalent.
- Excellent interpersonal skills, highly energetic, self driven and able to work independently.
- Good command of spoken and written in English, Bahasa Malaysia and Mandarin.
- Applicants should be Malaysian citizens or hold relevant residence status.

By Fax : (603) 8944 1363

By E-mail : gmhradm@knm-group.com

By Mail : No. 15, Jalan Dagang SB 4/1, Taman Sungai Besi Indah, 43300 Seri Kembangan,
Selangor Darul Ehsan, Malaysia