



Sales Support Assistant

As a Sales Support Assistant, you will be responsible in supporting warehouse and logistic operations. Supporting sales team on data analytics and business intel.

What will you do

- Perform duties including of packing, maintain inventory control, receiving and issuing of goods at Warehouse.
- Coordination of internal freight as well as local transportation.
- Support timely and accurate delivery of customers' order/requests.
- Preparation of shipping documents.
- Ensure timely execution and distribution of import/export shipment are done.
- Build strong relationships with internal stakeholders to facilitate efficient delivery of post-sales services to customers.
- Ensuring customers satisfaction through back-end customer support services from call-in and walk-in channels.
- Implementation of digital reporting tools, by automating and maintaining data records from subscription sales.
- Support sales team with data analytics, exploring lead generation through functions and campaigns.
- Support sales team on business intel through data mining and research.
- Any other assignments given by Company/Managing Director as and when necessary.

What do we expect

- Min Diploma level education or higher.
- Possess good customer handling skills with a positive mindset.
- Experience in SAP is preferred.
- Fluent in English. Any other Asian language will have added advantage.
- Meticulous and able to work well in a fast-paced environment.
- Capability to learn and adapt very quickly
- Knowledge of shipping terms will have added advantage.

About the #EagleTeam

Screening Eagle Technologies | Proceq | Dreamlab

We are on a mission to protect the built world with software, sensors and data. We hire talented problem-solvers with bold ambition who share our passion for inspection technology to sustain mission-critical assets and infrastructure for future generations. Our culture is creative, innovative and inclusive. We are a fast-paced, product-driven, growth company headquartered in Switzerland with our Singapore and Malaga technology hub and a global mindset looking to lead a digital revolution in inspection. Want to join the #EagleTeam?

Send your application to hr-dls@screeningeagle.com