

Branch Executive

JOB DESCRIPTION

- Manage and monitor the branch daily operations & activities.
- To execute and disseminate all communication from HQ.
- To be a leader for the branch admin staff and sales representatives of the respective designated branch and manage them efficiently.
- To assist to implement and enforce the company's policy and procedures relating to branch administration & control.
- To monitor branch inventory level to achieve parts fulfillment rate
- To provide advice and guidance to branches pertaining to standard operations. procedures as well as assisting to resolve work related issues and problems.
- To monitor daily sales summary reports and sales transaction documents to ensure there are no discrepancies.

JOB REQUIREMENT

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma or Professional Degree in Business Studies/Administration/Management, Marketing or equivalent.
- At least 5 year(s) of working experience in the related field is required for this position.
- Knowledge on ERP system will be added advantages
- Full-Time position(s) available.
- Good command in English, Malay and ability to converse in Tamil will be an added advantage
- Possess Own Transport and willing to transferable.
- Prefer **male** candidates.
- Attractive Remuneration Package.