



1. Job Title: Sales Key Account & Export Executive- Full Time
2. Area: Based in Selangor
3. Company: BEC Marketing Sdn Bhd
4. Address: Balakong, Selangor.

Job Highlights: The Sales Key Account & Export Executive is responsible and accountable for ordering the correct volume and mix of products to service the retailers under supervision to the agreed company standards. You will also be responsible for leading the merchandiser team and building brand awareness. The duties and responsibilities of your position will be very spontaneous and covers a board spectrum of intelligence, responsibility, accountability and initiative.

Job Responsibilities:

- Manage and build strong partnership and positive working relationships with customers by providing support, information, and guidance; researching and recommending new opportunities and activities; recommending profit and service improvements.
- Responsible for order processing and co-ordinate internally with sales, production, logistic team to ensure shipment to customer in timely manner.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options including business opportunities for the brands by forecasting promotions and launches.
- Ensure profitability & growth of the account assigned by the management.
- Achieve sales target set by the management.
- Maintains consistent market visits for sales, marketing and promotional events monitoring as well as review competitor's activities.
- Plan and execute promotional activities with customers in line with company's strategy and direction.
- Close monitoring on Retailers' Purchases, Stock Inventory, Return Stocks and Slow-Moving Items.
- Coordinate and assist in implementation of sales promotions and monitor accounts' performance against marketing plan.
- Provide annual, quarter and monthly sales goals forecast.
- Execute sales plan, prepare forecast and sales report in Excel Format, such as Pivot Table, VLOOKUP etc.
- Undertake any ad-hoc assignments as and when required.
- To optimize and effective management of trade promotional fund to generate ROI and achieve desired profitable sales mix.
- Identifying, qualifying, and securing business opportunities; coordinating business generation activities; developing customized targeted sales strategies
- Building business relationships with current and potential clients.





Job Requirements:

- Candidate possess Diploma or Degree in Business Studies/Management/Supply Chain/ Logistics/Social Media Marketing with 2+ years of experience as a key account executive or a similar job position in FMCG industry.
- Fresh Graduate also encouraged to apply
- Required language(s): able to speak proficiently in English, Mandarin, and Bahasa.
- Excellent time management skills.
- Candidate with experience in F & B industry an added bonus.
- Possess own transport and willing to travel for work when required.
- Able to work independently.
- Excellent in problem solving, aggressive and perseverance.
- Positive attitude and responsible character (Highly self-motivated)
- Excellent Time management and organizational skills in order to prioritize various job demands.
- Strong numerical and analytical abilities
- Proficient in Microsoft Office programs, such as Word, Excel & PowerPoint
- Healthy & no recurring illness
- Willing to Travel local & oversea

Benefits:

- Basic pay with attractive commissions range to RM 2,500-RM 7,500
- Transportation allowance, medical, parking, tol, EPF, Socso. Etc...



BEC Marketing Sdn. Bhd. (394855-A)

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