

Job Posting

1. Department : DAEHAN STEEL CO., LTD SINGAPORE BRANCH

2. Details

[Sales Person]

- Job Description
 - Steel Sales and Steel Processing Sales on the construction Field
 - To identify new business opportunities and develop new accounts
 - Order Control and Management
 - To service and maintain good business relationship with customers
 - AP(Asia Pacific), Oversea Sales Support
- Requirements
 - Minimum Diploma, preferably in Engineering (Construction) or equivalent.
 - At least 3 year working experience in similar job nature and industry.
 - Possess valid class 3 driving license.
 - Possess own vehicle (Preferred but not essential).
 - Self-motivated, result orientated with good interpersonal skill.
 - Proficient in MS office.
 - Singaporean or Singapore PR only.

[Admin & Account Assistant]

- Job Description
 - To handle daily invoices and transactions as well as accounting entries
 - To handle inventory control function
 - Liaise with clients regarding order placing
 - Daily administrative, payroll and HR duties
 - Generating reports using systems
- Requirements
 - LCCI Intermediate or equivalence
 - Pleasant and initiative
 - Able to work independently
 - Enjoy multi-tasking responsibility
 - Bilingual (English & Mandarin)
 - Experience in manufacture Environment preferred
 - Proficient in MS Word, Excel and Powerpoint
 - Singaporean/ PR only

2012-10-30

DAEHAN STEEL CO., LTD SINGAPORE BRANCH