



**Banle 萬利**

<b>Job Title</b>	Sales Coordinator
<b>Location</b>	Kuala Lumpur, Malaysia
<b>Posted on</b>	6/7/2024
<b>Expired on</b>	7/6/2024

[\*\*APPLY NOW\*\*](#)

### **Job Description**

- Support daily sales operations including preparation of sales orders, nominations timely and accurately
- Follow up delivery schedule, maintain sales order system & customers database, data input and document filing, etc.
- Assist in the preparation of presentation materials and various sales reports
- Handle customers or suppliers' enquiries in an efficient manner.
- Coordinate with Finance to ensure smooth operations
- Handle ad-hoc tasks as assigned

### **Requirement**

- Diploma or Degree in commerce, accounting or equivalent
- 1-2 years working experience
- Proficient in MS Office, Excel, Word etc
- Good command in both spoken and written English and Chinese
- Organized and can work independently
- Self-motivated and eager to learn
- Immediate available would be an advantage

Do you want to join the Banle family?

We welcome all candidates who are passionate and committed to teamwork and customer-oriented service. If you would like to apply for the position, please submit your CV with a cover letter and expected salary to our Human Resources Department

by clicking 'APPLY NOW'. All applications and personal data provided will be treated as confidential and will be used for recruitment purposes only.

### **Additional Information**

<b>Career Level</b>	<b>Junior</b>
<b>Qualification</b>	<b>Diploma or Degree</b>
<b>Years of Experience</b>	<b>Minimum 5 years</b>
<b>Job Type</b>	Full-time <input checked="" type="checkbox"/>
	Part-time <input type="checkbox"/>
	Permanent <input type="checkbox"/>
	Temporary <input type="checkbox"/>

### **Benefits & Others**

Free shuttle bus (*for openings in Hong Kong only*), Medical insurance, Performance bonus, Five-day work week.

### **Company Overview**

Established in 2015, CBL International Limited (Nasdaq: BANL) is the listing vehicle of the Banle Group. Banle Group is an established marine fuel logistic company in Asia Pacific, providing customers with a one-stop solution for vessel refuelling. Our main market is the Asia Pacific, with business activities in the major ports in Japan, Korea, China, Hong Kong, Taiwan, Vietnam, Malaysia, Singapore, Thailand, and other places like Turkey and Belgium. We currently have a network of over 55 ports in the Asia Pacific region to supply marine fuel to our customers, making us one of the few bunkering facilitators that can provide network-based service in this part of the world.