

## Sales Admin

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Company: Talentvis

Location: Indonesia

Category: other-general

Person should be responsible to perform following assignments.

- Managing contracts (tracking validity of maintenance contracts & timely action with multiple stakeholders for smooth renewal)
- Managing inquiries from customer, coordinating with supplier and other stakeholders to execute own tasks
- Requesting quotations from vendors, creating quotations to customers
- Periodic reporting to management
- Managing customers and supplier registrations
- Performing other ad-hoc sales administration tasks
- Assist in building prospects database
- Assist in marketing activities
- Assist in driving and participating in sales campaigns

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