

We are looking for 我们正招聘 DEPOT EXECUTIVE



Location 工作地点: Based in Petaling Jaya, Selangor

Responsibilities 工作范围:

- Managing the BB Shop operations including order fulfillment, customer relations, stock management, resolving customer inquiries related to BB Shop and operate BB Shop online platform
- Analyze sales trends and ensuring stocks are sufficient at all times
- Sourcing suppliers for competitive costing and quality assurance for items
- Reconciliation of BB Shop orders and purchases with account department
- Preparing, compiling and provide reports and updates
- Business development for the depot department including merchandising and creating SOPs
- Exercise fiscal management and optimization of resources relating to work
- Assist in support works whenever necessary

Requirements 条件:

- Christian with the desire to serve people
- Self motivated, energetic, team player and good communicator
- Good organizing skills and attention to detail
- Competent in Word/Google Doc and Excel/Google Sheets
- Willingness to learn and adopt
- Fluently speaking and writing in English
- Mandarin competency and customer service experiences are beneficial

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The Boys' Brigade in Malaysia