

Position Title	Commercial Executive
Department	Commercial
Reporting To	Commercial Manager
Responsibility	<ul style="list-style-type: none"> • Support Commercial team on the new product developments, from scratch to product finalization, work with R&D, Technical, Purchasing, Planning, QA and Production team, ensure all information are passed down the line before actual product launching. • Customer-service, resolving problems, support to complete audits, identifying trend; determining sales system improvements and implementing changes. • Prepare quarterly costings, align with the team and ensure approvals are obtained prior to the new quarter, according to stipulated timeline. • Maintain and expand customer base by building and maintaining rapport with key customers; explore new customer opportunities. • Follow up on customer complaints on quality issues with internal QA team. • Prepare documentations for registration of current and new products with NPRA, updating documentation if there are any changes to the product registered. • Track customer's monthly collection and outstanding payments. • To do market research and managing import/export issue. • Any ad-hoc tasks as assigned by Management.
COMPETENCY REQUIREMENTS	
Education Level	<ul style="list-style-type: none"> • Minimum Degree • Preferable Degree in Business Studies / Administration / Management / Economics / Commerce or equivalent.
Working Experience	<ul style="list-style-type: none"> • Minimum 3 – 5 years of experience in the OEM/ODM such as those has working experience as Customer Service / Sales Executive / Purchasing Executive / Accounts Manager.
Special Knowledge / Skill	<ul style="list-style-type: none"> • Knowledge in manufacturing environment especially in house care, personal care, skin care, cosmetic. • Experience of export/import process and plus point, if has a knowledge of cosmetic industry. care, cosmetic • Sales oriented personality
The supervisor or management will assign any other job as relevant as and when the need arises.	

