

Job Announcement

Established in 2002, ATS is the one of the leading and fastest growing company in Cambodia designing, manufacturing and proposing energy distribution solution meeting the specific needs of the industry, infrastructures, energy, building and transportation markets.

Our product portfolio includes: Low and Medium Voltage switchboards (OEM), Busways, Distribution transformers, Automation solutions, Power electronics, Energy conversion and professional LED lighting.

To cope with the quick growth of our company, we are looking for the following candidate:

Position: Senior Sales Administrator

Report to: Sales Administrator

Report from: Customer & Internal Staffs

Location: Phnom Penh

Responsibilities:

1. Manage and follow up on CRM Database:
 - a. Validate information of new opportunities created by account representatives
 - b. Follow up on all active opportunities and communicate information with Team Managers/Managing Director
2. Liaise with Supply chain Department for costing and lead time related matters.
3. Liaise with ATS Factory for costing related matters.
4. Issuance the quotations for customer according to specifications received
5. Prepare sales and pipeline report: monthly report and others
6. Candidate will report to the Sales Administrator (Team Leader) and Sales & Business Development Manager, working closely with all sales channels.

Requirements:

- Having studied 3 to 5 years majoring in Business Administration
- Be flexible and willing to work under pressure
- Speak, write and comprehend well in the English language
- Experience with Customer Relationship Management Database is a plus
- Computer literacy Microsoft Office & Internet
- Willing to learn and develop knowledge on electrical products and solutions from ATS
- Ability to communicate with all departments of the company pragmatically
- Possesses positive attitude and a fast learner
- Be responsible and accountable for actions, behavior and operations

Interested candidates should submit a cover letter and comprehensive Resume to the following email:

Name: ATSHRMFO09_Job Announcement_v2.0_180703	Dept: Industrial & Manufacturing Operation
Revision By: Rathana Chhun	Apply From: 07/03/2018



human-ressources@ats.com.kh & e-mail@ats.com.kh

All submission documents cannot exceed 1 MB, otherwise candidate will be dismissed.
Only short listed candidates will be contacted.

Deadline: Open

Contact Information: Ms. Chhun Rathana, Tel: 070 555 118

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