



Q EXPRESS LINE SDN BHD (670050-P)
QEL SHIPPING SERVICES SDN. BHD. (502696A)
(a subsidiary of LKC Holdings)

Tel: +60356236200 Fax: +60356236201 Email: enquiry@qel.com.my Web: www.qel.com.my

POSITION DESCRIPTION

Position Title:	SALES EXECUTIVE – PROJECTS / HEAVY TRANSPORT
Reports To:	GENERAL MANAGER
Position Supervises:	NIL

1. POSITION SUMMARY

As the Sales Executive for Projects / Heavy Transport (PHT) department, focus to market range of services offered by LKC / QEL related to heavy transport / lifting, barge and shipping services.

Managing a set of existing / potential customers – develop, acquire new business and maintenance of existing customers.

2. FUNCTIONS AND ACCOUNTABILITY

Sales

As the Sales Executive, responsibility is to ensure market coverage is met / surpasses that of KPI and ultimately meeting sales target – personal and team's target as well. Ability to work with people across functional department and physical visits of the allocated customer in addition to personal responsibilities, but not limited to:

- Taking cue from AGM – QEL's direction, market and promote QEL's range of logistics services accordingly.
- To service and source for existing and potential clients.
- Ensure customer profile is maintained.
- To ensure information flows between all internal functional departments and clients.
- To attend and follow through enquiries from clients.
- Timely, accurate and quality sales report submission (pre & post plan) of his / her own sales calls via internal system.
- To monitor debtors aging for all accounts.
- Monitor and achieve sales target given.
- Guide and monitor junior sales personnel.
- Regular dialogue with operations / technical team with regards to current projects, learning from past projects and equipment situations.
- To gather and report market intelligence and assist in the formulation of tactical plan to obtain a competitive edge over competition.



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3. EDUCATION, EXPERIENCE & SKILLS REQUIREMENTS:

EDUCATION & EXPERIENCE:

- Minimum 2 years sales experience – preferably sales / marketing in service industry.
- Preferably degree holder – major in Logistics, International business, marketing and economics an advantage.
- Industry knowledge of both international and local Malaysian shipping practices will be an advantage.
- Experience in heavy transport / lifting industry will be an added advantage.

SKILLS & BEHAVIOURS

- Results orientation – proven ability to achieve challenging deadlines
- Proficient in English – both written and verbal communication skills – ability to explain pertinent information clearly and concisely to people at all levels of the organization
- Computer skills – experienced with MS office and all other commonly used software(s).
- Motivated and enthusiastic team player – willingness to help out wherever possible and motivate others.
- Able to work under pressure and independent.
- Mobile and flexible in work time.
- Strong analytical skills and an eye for detail
- Hands on and “Can do” attitude

4. PRINCIPAL WORKING RELATIONSHIPS

INTERNAL

- Assistant General Manager
- Sales managers, sales, customer service and logistics staff within QEL Port Klang
- QEL offices within Malaysia (all relevant departments)

EXTERNAL

- Customers
- Overseas Agents
- Service providers

[APPLY](#)