

ALKEM is Now Recruiting.....



- Sales Coordinator -

ALKEM, a leading publisher, educational books, training kits and educational materials distributor is now looking for a Sales Coordinator (Alkem Library Processing Unit)

We are looking for a dynamic and self motivated adult to fulfill the following responsibilities:

- Coordinating and processing orders for Libraries
- Coordinating deliveries from Publishers to our distribution center
- General Administration and documentation work
- Assist in the preparation for quotations
- Customer Service and enquiries

For the above, you should have:

- Min O-level.
- Proficient in Microsoft Office (Words, Excel etc)
- Able to operate the PC and reasonable typing speed
- Presentable, Outgoing & Positive Attitude
- Well versed in written and spoken English Language
- Sociable with strong interpersonal and communication
- Preferences for those living in the West of Singapore
- Experience with AS400/BookMaster is an advantage
- No experience needed
- Contract Position (1 year with option to extend on a yearly basis)

To join our dynamic company, please email your resume and expected pay to

HR@alkem.com.sg