



خدمت تيكنيكل دراج بروني
Royal Brunei Technical Services

Job Code	REC.2021/13:MSC
Job Title	Sales & Distribution Officer
Department/Unit	Logistics – Medical Supply Chain

Responsibilities:

- Increased profitability according to set KPIs by acquiring new business
- Increased company revenue by reducing lead time, increasing customer satisfaction, and more timely proposals to customers.
- Obtain customers' orders for product deliveries including product style, color, delivery date, address, and phone number.
- Plan and coordinate product delivery activities to ensure accurate and timely deliveries to customers.
- Respond to delivery related inquiries and concerns from customers.
- Ensure all work carried out are in compliance with existing regulations.
- Ensure that all orders are completed and manage timely billing to customers.
- Track the status of product deliveries and resolve any issues promptly.

Requirements:

- Degree in Business Administration, Logistics, Supply Chain or relevant fields.
- 7-10 years sales & distribution experience.
- Excellent understanding of sales management procedures.
- Proficient knowledge of marketing and distribution.
- Proficient in Microsoft Office software.

Key Competence Required:

- Outstanding leadership, organizational, multitasking and problem-solving skills.
- Good communication skills, both written and verbal.
- Strong people skills.
- Available to work extended hours.