



<https://jobcitylive.com/jobs/senior-sales-coordinator-logistics-job-in-metcar-asia-pte-ltd-careers/>

Senior Sales Coordinator

Job Location

Central Region, Singapore
Remote work from: SG

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Base Salary

SGD 2400 - SGD 3600

Qualifications

Diploma or degree in Business, Logistics, or a related field.

Employment Type

Full-time

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Description

Senior Sales Coordinator (Logistics) Job in Metcar Asia Pte. Ltd.

Metcar Asia Pte. Ltd. is looking for a **Senior Sales Coordinator (Logistics)** to join our team. If you have experience in sales support and logistics, this is a great opportunity for you! You will handle customer orders, coordinate shipments, and work closely with the sales team to ensure smooth delivery of goods.

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Responsibilities:

- Handle customer inquiries and process orders.
- Coordinate shipments and delivery schedules.
- Work with suppliers and logistics partners.
- Prepare invoices, quotations, and shipping documents.
- Track shipments and update customers on delivery status.
- Maintain good relationships with customers and suppliers.
- Solve any issues related to orders or deliveries.
- Support the sales team with reports and data.
- Ensure all documents are accurate and complete.
- Follow company policies and procedures for sales and logistics.

Hiring organization

Metcar Asia Pte. Ltd

Date posted

February 15, 2025

Valid through

28.02.2025

APPLY NOW

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Skills Required:

- Good knowledge of sales and logistics.
- Strong communication and coordination skills.
- Attention to detail and accuracy.
- Proficiency in Microsoft Excel and Word.
- Ability to multitask and work under pressure.
- Team player with a positive attitude.
- Problem-solving skills.

Qualifications:

- Diploma or degree in Business, Logistics, or a related field.
- Knowledge of shipping and logistics processes.
- Familiarity with sales coordination is a plus.

Experience:

- 3-5 years of experience in sales coordination or logistics.
- Experience in a logistics or trading company is preferred.

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Important Links