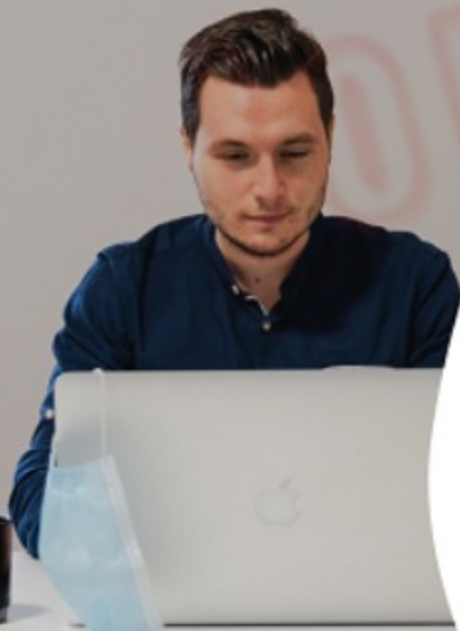


Management Trainee (Sales Administration)



To apply, email your CV to:

careers@acentura.com

KEY RESPONSIBILITIES

- Coordinate all the sales & marketing related work in the business unit
- Managing the daily work of the sales team
- Prepare reports required for managerial decision making
- Conduct required market research
- Follow daily action items with clients/ internal team members
- Coordinate interviews with clients
- Organize internal and external meetings related to the business unit
- Assist to prepare presentations required for the sales team

CANDIDATE PROFILE

- Degree or equivalent qualification in Business Management/ Administration or Sales
- Fluency in written and verbal communication in English
- Good PR skills
- Extremely organized and able to maintain the confidentiality