



ASSISTANT CONTRACT ADMINISTRATOR

Location: Kuala Lumpur

Nationality: Local

Type: Contract

Post: 1

Role Overview

- Part of the service business and contract administration team
- Processing of Requests for Quotes (RFQ's) from customers
- Preparation and issuing of RFQ's to suppliers
- Processing of quotes from suppliers
- Preparation of quotes to customers
- Processing of orders from customers
- Preparation and issuing of orders to suppliers
- Preparation of shipping documentation
- Invoicing

Working Relationships

- Reports directly to the Contract Administrator
- The Assistant Contract Administrator may occasionally require to travel to customer sites (power stations)
- The Assistant Contract Administrator will be required to develop good working relationships with customers and with suppliers
- Whilst the role will work with others across the business unit, the Assistant Contract Administrator will work most closely with members of the Contract Administration Team



Requirements

- Whilst there are no 'hard and fast' targets; the key measurable factor will be completion of work in a timely manner to meet deadlines.
- Other measurable factors will include relationship management internally and externally with peers and other work colleagues, suppliers, contractors, customers and the like.
- The position does not have direct responsibility for any operating targets or budgets.
- The position is not required to supervise others.

Education & Experience

- Recognized Business Degree or similar.
- The position would suit someone between 2 to 4 years' working experience.
- Working experience as Sales Coordinator in Machinery / Trading Industry is prefer.
- Computer literate with MS Word, MS Excel and Outlook.

Key Personal Attributes

- Team oriented, good written and oral English and effective interpersonal communication skills (written and verbal), rapport-building skills, positive, flexible, resilient, organized, willing to 'push up their sleeves', focused, results-driven, sense of humour and a willingness to learn/develop and be mentored.