



**HansaWorld, a global ERP and CRM business software vendor, is seeking to employ a Sales Assistant for our Asia Regional HQ in Singapore.**

# SALES ASSISTANT

HansaWorld is looking for a motivated self starter to join us as a Sales Assistant. We offer superb training and career development opportunities with a friendly and dynamic environment. HansaWorld provides the chance to learn technical and business skills and be part of a team delivering cutting edge technology to our Customers and Partners.

## Responsibilities:

- Handling incoming calls
- Booking meetings for salespeople
- Taking notes during meetings
- Sending out mailshots (case studies/opinion articles/news letters/event invitations)
- Keeping contracts in due order
- Assisting the Country Manager/Partner Manager/Sales Consultant in their daily work
- Database management: updating customers/contracts/invoices
- General administrative tasks (office supplies, visas, tickets, etc.)
- Other operational tasks that may arise

## Skills:

- Excellent communication and presentation skills
- Excellent planning, organisational and coordination skills
- Ability to adapt to change
- High degree of personal initiative
- Independent and self-motivated

## Requirements:

- Degree / Diploma / A Levels
- Singaporean or PR
- Experience in a fast paced office environment
- Excellent English language skills
- Driving license preferred
- Only Singaporeans or PRs need apply

## Organisation Relationships:

The Sales Assistant reports directly to the General Manager Asia and to other HQ staff when needed.

## Benefits:

- Opportunity to travel internationally
- Potential for rapid professional growth
- Work as part of a diverse international team
- Competitive salary

Please send your detailed resume including current and expected salary to:

[cvasia@hansaworld.com](mailto:cvasia@hansaworld.com)

Contact person: HR Manager