

Job Title:	Junior Project Executive	Job Category:	Junior Executive
Department/Group:	Project Department	Job Code/Req#:	
Location:	Taman Bukit Serdang, Seri Kembangan	Travel Required:	Yes
Level/Salary Range:	RM2000 – RM3000 Basic + Commission	Position Type:	Full-time
Department Contact:	Elaine	Date posted:	August 1, 2024

Applications Accepted By:

Email: elaine@machlab.com.my

Subject Line: Junior Project Executive Application

Mail: HR Department

Machlab Scientific Sdn Bhd

1-1, Jalan BS 5/26A, Taman Bukit Serdang,
43300 Seri Kembangan, Selangor, Malaysia

Job Description

ROLE AND RESPONSIBILITIES

- Respond efficiently to enquiries with appropriate information about Machlab’s products and services.
- Contact potential clients to understand and quantify their requirements and budgets and sell the advantages of Machlab’s services and products.
- Prepare proposals and quotations.
- Follow-up and maintain up-to-date report on all customer interactions.
- Secure projects/contracts, coordinate vendors and manage the projects

In addition, sales executives will be expected to:

- Support the manager in negotiating projects.
- Participate in all Machlab marketing campaigns and conferences.
- Develop a good up-to-date knowledge of the market; demand, competition and prices.

QUALIFICATIONS AND OTHER REQUIREMENTS

- Bachelor Degree qualification and above.
- Competent in Microsoft Office (Esp. Excel)
- Fluent in English, Bahasa Malaysia and Mandarin (Would be an advantage).
- Good in Mathematics.
- Possess own transport.

You will learn:

- Technical skills (MS project, Excel, Word etc)
- Project management & interpersonal skills
- Industry insights with deep technical knowledge
- Negotiation skills

Why Join us?

Machlab is a young startup with the drive to excel and outperform the industry. We believe in doing rewarding work and engage talents from all walks of life. Machlab aims to develop your career and talents to help you achieve your dreams. In Machlab, we are passionate and proud of what we do while having fun at work!

Reviewed By:	Elaine Soong	Date:	August 1, 2024
Approved By:	Machlab Management	Date:	August 1, 2024
Last Updated By:	Elaine Soong	Date/Time:	August 1, 2024