K-One Technology Bhd. and its subsidiaries, jointly known as the K-One Group, is a technology solutions provider listed on Bursa Malaysia. It is driven by 3 key businesses; ODM/OEM of healthcare/medical devices, IoT gadgets, consumer electronic products, industrial equipment and automotive aggregates for multinationals worldwide, provision of cloud computing solutions and distribution of healthcare/hygiene-care products. In view of our expansion, we are seeking a suitably qualified candidate to fill the following position:

Sales Operation Assistant (Contract 1 year)

Location-Petaling Jaya

Responsibilities

Sales

- To attend to customer enquiries from walk-ins, phone call, email and messaging platforms, and to provide accurate product and pricing information.
- To assist in processing sales orders, issue quotations and invoices, collect payments and follow up with customers on pending orders and deliveries.
- To maintain customer and order records, prepare simple sales reports, and support promotions and online order channels.

Operations

- To retrieve items from the store room based on order lists or packing slips, checking that the item, quantity, and condition are correct.
- To pack goods securely, label parcels correctly, and send them out via the post office or courier, keeping receipts and tracking records.
- To update stock movement records and report low stock, damaged items or discrepancies to the supervisor.
- To keep the store room and packing area tidy, monitor packaging supplies, and assist with stock counts, incoming deliveries, and other ad hoc tasks assigned from time to time.

Requirements

- Minimum SPM, diploma or equivalent.
- Previous working experience in stores, warehouse, packing or dispatch work will be an advantage.
- Able to lift and carry heavy items [up to 15–20kg] and stand or move for long periods.
- Careful, accurate, punctual, dependable and able to work independently.
- Basic computer literacy, including simple spreadsheets, data entry, and email.
- Able to communicate in Bahasa Malaysia and English.

- Possess own transport and a valid driving license.

Interested candidates are invited to apply online or write-in with your detailed resume stating personal particulars, qualifications, employment history, current and expected salaries, contact no. and passport-sized photo (n.r.) to:

The People & Executive Manager
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