

SALES SUPPORT ASSISTANT

(Work base: Cebu)

JOB RESPONSIBILITIES:

- Performs administrative tasks to support the sales team and help them to gain and keep customers.
- Will also respond to customer complaints and queries and will ensure that all concerns are addressed in a timely manner.

QUALIFICATIONS:

- Bachelor's degree of any four-year course, preferably related to business course
- Strong analytical, organizational, and time management skills.
- Excellent team working, motivational, interpersonal, communication, and customer service skills.
- The ability to multitask and quickly switch your focus.
- Computer literacy, IT skills, and typing skills
- Fresh graduates are welcome to apply!

To apply, send us your resume through: vfihv.visayas@gmail.com

For inquiries, call: 09177173043

(Look for Ms. Mariam Mae N. Opeña)