



**Title** Sales cum Administration Personal

**City** **Based in Kuala Lumpur Malaysia**

**Description** Turbo Control Solutions (TCS) has been an independent service provider to owners and operators of industrial & Aero-derivative gas turbines, steam turbine, generators, pumps, compressor and their associated control system in both, Power Generation and Oil & Gas industries across the globe. With combined experience of over 60 years in handling Rotating Equipment, TCS has carefully built a team that brings strong references and all the knowledge and flexibility that the demanding industry requires. Our competences reach from conceptual design and detailed engineering study, onsite technical support and troubleshooting, planned & unplanned outages, entire plant relocation, installation, commissioning and startup, control system upgrade, retrofits, routine system maintenance, or genuine OEM spare part deliveries, with complete engineering support to world class professional technical training to achieve sustainable growth by offering our value-add products and services to our customers, operations to optimize and realize the full potential of the turbo-machinery assets.

Our global services and distinguished customer support are assurance that we will meet your everyday needs.

- Turbine Services
- Product & Services
- Training Programs
- Turbine Control Experts
- Engineering, Procurement & Construction

### **Essential Duties and Responsibilities**

Assisting the Admin and sales & marketing manager

Deal with sales enquiries - via phone & email

To provide internal sales support to sales team which includes Invoices, delivery order, sales order and quotation.

General Administration,



Data Entry

Proficient use of Microsoft Excel / Word / Outlook

**KNOWLEDGE, SKILLS AND ABILITIES:**

Good Time Management and Organizational skills

Excellent Verbal and Written Communication skills in Bahasa Malaysia, English and Mandarin

Strong Data Entry skills

Works well under Pressure

Ability to work in a fast paced environment

Intermediate/Advanced Computer skills

Be Proactive, take Initiative & Quick learner

**EDUCATION and/or EXPERIENCE:**

Bachelor Degree in business administration/marketing with 2-3 years of experience of administrative/sale support.

**TO APPLY:**

Interested parties should apply via [hr@tcssb.com](mailto:hr@tcssb.com) and quote reference as Job Title.