

Sia Huat Private Limited**Corporate Office & Showroom:**

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UEN.: 198105883N | GST Reg.: M2-0059637-4

Founded in 1959, Sia Huat is a leading agent and direct distributor for an extensive range of quality tableware, kitchenware, and foodservice products based in Singapore with offices in Malaysia and Indonesia.

POSITION: Showroom Sales Assistant

The Showroom Sales Assistant is responsible for providing effective sales support to customers as part of the Corporate Sales team. The position reports directly to the Corporate Sales Manager.

The Showroom Sales Assistant will be responsible for:

1. Managing product display, and processing stock in and stock out of goods for the Showroom
2. Providing sales support such as handling customer inquiries and fulfilling customer orders.
3. Representing the Company effectively through all correspondence with clients and following through on inquiries.
4. Being knowledgeable of products and offering recommendations when asked. Training will be provided.
5. Additional duties as required.

POSITION: Retail Sales Assistant

The Retail Sales Assistant is responsible for providing effective sales support to customers as part of the Retail Sales team at Temple Street. The position reports directly to the Sales Supervisor.

The Retail Sales Assistant will be responsible for:

1. Providing sales support such as generating quotations, handling customer inquiries and fulfilling customer orders.
2. Representing the Company effectively through all correspondence with clients and following through on inquiries.
3. Experience with cashiering and familiar with POS systems a bonus.
4. Being knowledgeable of products and offering recommendations when asked. Training will be provided.
5. Additional duties as required.

Job Requirements:

- Minimum 2 years of relevant experience in sales support.
- Possess excellent communication and interpersonal skills. Able to liaise with both Mandarin and English speaking clients.
- Enjoy meeting & discussing with people of diverse nationalities & cultures.
- Creative, meticulous and have an eye for details.
- Able to multi-task, work independently and deliver high quality work under demanding deadlines in a fast-paced environment.
- Experience in the F&B/Foodservice industry is a bonus.
- Applicants should be Singaporean citizens or hold relevant residence status.

Attractive salary and benefits commensurate with background and experiences.

Email resume with cover letter and recent photo, as well as current and expected salary to hr@siahuat.com.sg. State your available start-date. Only shortlisted candidates will be notified.