

Inside Sales Executive

Description

We are looking for a dedicated and detail-oriented Inside Sales Executive to support our Sales Team in day-to-day sales operations. This role focuses on quotation preparation, vendor coordination, customer follow-up, lead qualification, and delivery coordination to ensure a smooth sales process from enquiry to order fulfillment.

Responsibilities

Sales Support & Vendor Coordination

- Coordinate with vendors and distributors to obtain pricing, quotations, and product availability.
- Work closely with the Sales Team to support customer enquiries and business opportunities.
- Liaise with suppliers on lead times, stock availability, and order status.
- Assist in sourcing products and solutions based on customer requirements.

Quotation Preparation

- Prepare and issue quotations based on customer requirements and specifications.
- Ensure accuracy of pricing, product details, and commercial terms.
- Revise and update quotations when required.
- Maintain proper records of quotations and related documents.

Customer Follow-Up

- Follow up with customers on submitted quotations.
- Obtain updates on quotation status and purchasing decisions.
- Address customer enquiries and coordinate responses with the Sales Team.
- Build and maintain positive customer relationships through professional communication.

Lead Qualification & Opportunity Follow-Up

- Follow up on new leads generated from marketing activities, referrals, or inbound enquiries.
- Qualify leads by understanding customer requirements, budgets, and project timelines.
- Identify potential sales opportunities and assign them to the appropriate Sales Representative.
- Maintain and update opportunity records in the company's CRM or sales tracking system.

Order & Delivery Coordination

- Coordinate with suppliers, logistics providers, and customers to arrange product deliveries.
- Monitor delivery schedules and ensure timely delivery to customer sites.
- Follow up on order status and keep customers informed of delivery

Hiring organization

Netwitz Sdn Bhd

Employment Type

Full-time

Industry

Information Technology

Working Hours

Mon – Fri 9am – 6pm

Date posted

19/08/2026

progress.

- Resolve delivery-related issues by coordinating between suppliers and customers.

Administrative Support

- Maintain accurate sales, quotation, and customer records.
- Prepare sales-related documentation as required.
- Support the Sales Team in daily operational and administrative activities.
- Generate reports on quotation status, sales opportunities, and delivery progress.

Qualifications

- Diploma or Degree in Business Administration, Marketing, IT, or related field.
- Prior experience in Inside Sales, Sales Administration, Customer Service, or Sales Support is an advantage.
- Good communication and interpersonal skills.
- Strong follow-up and coordination abilities.
- Detail-oriented and well-organized.
- Proficient in Microsoft Office applications (Excel, Word, Outlook).