

About Procurri

Headquartered in Singapore, Procurri is a global independent distributor of data centre equipment and multi-vendor maintenance provider. With offices across four continents, we offer localised, multi-country services in more than 80 countries worldwide.

Being an innovator, Procurri changes the way the world buys technology by solving data centre challenges via a channel-focused model that is backed by our global footprint and team of experienced IT experts. Our comprehensive hardware expertise and technical know-how have enabled us to provide our customers with solutions that optimise the value, performance and life span of their IT infrastructure.

With a single-minded approach towards support and service delivery, Procurri is the trusted partner of choice for mission critical infrastructure around the world. Our customers include leading companies from various industry segments as well as cloud and data centre providers, system integrators, business partners and value-added resellers.

For more information, visit <http://procurri.com/>

Position Available:

Sales Admin Executive

The incumbent will assist the sales team to create maintenance (MA) service order (SO) and process all maintenance (MA) related paper work.

- To create SO for all maintenance deals.
- To ensure all orders are input into SAP, with accurate data.
- To create and send maintenance contract to customer
- To follow up with customer on returning the signed copy, and to save them in shared drive and keep on file.
- To send invoice/recurring invoice to customer.
- To attend quarterly stock take.
- Any other adhoc duties as assigned by manager.

Interested individuals that meet the following minimum requirements are encouraged to apply:

Essential:

- Min O Level
- Relevant experience in similar capacity
- Able to work in fast-paced environment
- Possess sound verbal and written communication skills

- Able to multitask
- Able to work under minimum supervision
- Proficient in Microsoft & SAP

If this challenging position intrigues you, please send in your detailed resume (including current/expected salaries and availability) to us. **Applicants reply via E-mail:** hr.ap@procurri.com

Personal data collected will be used for recruitment purposes only and will be kept strictly confidential.