

Proactive. Are you? Let's talk.

Assuming that you are the person for us: positive individuals with hands-on experience who are driven by passion to succeed; you have come to the right recruitment. Boon Siew Honda, a leader in the automotive industry aimed to consolidate Malaysia's motorcycle business; is expanding towards sales development and currently on the look out for dynamic teammates.

## Administrator, Marketing

### Responsibilities:

- Involve in fundamental marketing operation.
- Assisting in product planning forecasting
- Conducting regular meeting/ discussions with market analysts on market performance and outlook
- Identify, reviewing and monitoring Key Performance Indicators
- Preparing management and crisis report
- Responsible for the development and implementation marketing strategies
- To attend and assist to resolve issue on customers' complaint.
- To liaise and co-operate with dealers to coordinate efforts in promoting our products and increasing sales volume.

### Requirements:

- Candidate must possess at least a Diploma/ Degree in Business Studies/ Administration/ Management, Commerce Marketing or equivalent.
- The ideal candidate must also be able to communicate effectively (written/spoken) using Bahasa Malaysia, English, Mandarin where ability to communicate in local Chinese dialects is an advantage
- Strong analytical and presentation skills
- Team player, self starter, drives to work towards achieving agreed targets with minimal supervision or support
- At least 2 year(s) of working experience in the related field is required for this position.
- Positive thinking to circumstance chance and flexible
- Effective presentation skills in Microsoft Office applications
- Preferably Senior Executives specializing in Customer Service/ Marketing or equivalent

Interested applicants, please E-mail or Post your detail resume stating personal particulars, qualification, employment history, remuneration expected, contact number and a passport-sized photograph( n.r.) to:

**Administration Department**  
**Boon Siew Honda Sdn Bhd (676896-A)**  
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