



### Job Description

**Job Title** : Export Key Account Executive  
**Location** : HQ, Klang  
**Position Type** : Permanent

### Job Responsibility

#### **Job Description:**

- To attend all export customers' enquiries efficiently and effectively.
- To ensure all shipments are promptly delivered through effective arrangement and coordination with planning and warehouse dept. to meet customers' requirements.
- To ensure potential and new customers' prospect are established.
- To monitor and follow up customer payments are received timely and no bad debts incurred.
- Handling of customer feedback and claims effectively.
- Coordinate all customer requirements in term of delivery option, documentations, and payment methods.
- Order handling complies with ISO standard.

**Job Requirements:**

- Candidates must possess at least a Bachelor's Degree or higher in any discipline.
- Required language(s): Bahasa Malaysia, Mandarin, English.
- Ability to work well in groups and multitask.
- Internships are welcome to apply.

Looking forward to talking with you  
Submit your resume to [talent.mgt@newhoongfatt.com.my](mailto:talent.mgt@newhoongfatt.com.my)  
We regret that only shortlisted candidates will be notified.  
- Thank you -