Starbright is wooden product importer and distributor. We are three years old company with significant revenue growth. Within three years, we outgrew our current infrastructure and processes, we are now ready to go to the next step of scaling up our organization. Therefore, we are hiring **Sales Coordinator and Executive Assistant** to join our existing high-performance team.

Sales Coordinator and Executive Administrative Assistant provides high level administrative support to executives, scheduling meetings, managing executive requests and other office duties. Also contributes to the overall success of the company by monitoring logistic process from company's warehouse to customer locations

Responsibilities:
- Working with 3PL on coordinating shipments from warehouse to customer's location
- Manage delivery schedule efficiently to maximize workflow
- Keep track of incoming and outgoing products, equipment or materials
- Act as the point of contact between executive and internal/external clients
- Joining all meetings conducting with the executives; the incumbent with take all the notes from the meeting, set up check list and follow up and set up project from the outcome of the meeting
- Make travel arrangements
- Manage office supplies and research advantageous deals or suppliers
- Taking on ad hoc projects
- Creating customer facing catalogs and other customer facing documents
- Drafting customer/vendor contracts
- Will be assigned to some marketing projects such as catalogs, website updates, etc.

Qualifications:
- Bachelor's Degree in business administration
- Over 3+ years of industry
- Strong in written and oral communication
- Ability to balance persuasion with professionalism
- Familiarity with SAP, office software, CRM and phone systems
- Strong in customer service, oral written and interpersonal abilities
- Well developed arbitration skills with the ability to remain impartial
- Capacity to access and utilize constructive criticism
- Strong in design and good with power point and excel presentation