

**Job title:** Sales Assistant (m/f)  
for BENEEO Asia-Pacific – in Singapore

**Overall objective:**

- Responsible for supporting sales staff by providing administrative and customer support

**Tasks:**

- Forwards samples by entering request; arranging shipment; notifying customer
- Distribute monthly updates to distributors
- Travel arrangements and prepare travel expenses
- Dispatch of sample request, prototypes and commercial product
- Follow up on claims and complaints
- Prepares sales presentations by compiling data; develop presentation formats and materials
- Maintain client database
- Preparation of monthly reports
- Provides sales vs. projection results by preparing and forwarding sales tracking reports
- Preparation of customer visit and other meetings

**Profile:**

- “Can do” mentality
- Relevant training and qualification
- Bachelor degree in food technology or another science based degree
- Minimum of 3 years’ experience in a food ingredients environment
- Extremely detail oriented
- Team player
- Excellent multi-lingual communicator of advantage
- High level of initiative and work well in a team environment
- Excellent written and oral communication skills
- Computer skills and knowledge of relevant software

BENEEO Asia-Pacific offers you this position in a good working and learning atmosphere in a small, but motivated team in Singapore's Science Park. We can help in obtaining the appropriate visa and permits.

If you would like to apply for this position, please send your CV and motivation letter to [christian.philippsen@beneo.com](mailto:christian.philippsen@beneo.com)