

Position: Sales Support & Admin

Location: Bangkok, Thailand

The Position

Clenergy is a leading company that specializes in the renewable energy market. We are designers and manufacturers of products that are sold worldwide. Due to the rapid expansion of our business here in Thailand, we are looking to employ a support sales and admin in the renewable energy industry. This is an opportunity to work with a company that has a global focus and a dedication to quality. You will be working in a small team and reporting to the Thai Country Manager.

Main Duties & Responsibilities:

- To handle/coordinate/follow up all admin affairs on setting up local office or subsidiaries;
- Archive and manage office relevant documents, agreements, contracts including invoice, expenses/reimbursement bills, tax, staff attendance;
- Interpret and translate the communication, documents and materials;
- Answer the phone and deal with customer requirements, order processing and shipments;
- Customer reception and visiting schedule coordination, present preparation and so on;
- Assist to sales marketing activity, to prepare things for exhibition, consolidate various report, etc;
- Support and coordinate to sales engineer, production, delivery and customer service to ensure customer satisfaction and delivery on time;
- Other tasks and duties as assigned by the management from time to time.

Position Requirements:

- At least 2 years experience with similar jobs in solar energy, electrical whole sale or building hardware whole sale industries and able to manage an office (have knowledge of HR, accounting tax are preferred)
- Consideration will be given to those who have industry experience.
- Knowledge with ERP system, preferable SAP B1, Skilled in using the Microsoft suite of products, including Word and Excel, PPT, PS, Visio, etc.
- Good communication skills, fluent **English** and **Thai** both written and oral (**Chinese** is preferable).
- Enjoy working with people who are also passionate about renewable energy and have a desire to succeed.
- An ability to work with your team.
- Interested in the renewable energy industry and have a passion for making a difference in this exciting area.
- Able to ethically and honestly represent Clenergy and its products in Thailand market.

Salary and Conditions

A salary package will be provided commensurate with the candidates experience and qualifications.

If this describes you and you are interested to work with us then please don't hesitate to apply now at hr@clenergy.com.cn , thank you!