

Sales Administrator Taipei

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Company: Mölnlycke

Location: Taipei

Category: other-general

Sales Administrator

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To support the sales team and ensuring the smooth operation of sales activities and office administrative functions. The role will be responsible for handling various administrative tasks and providing essential assistance to enhance the efficiency and effectiveness of our sales operations.

Responsibilities

Provide general administrative support to the sales team, including managing correspondence, documentation, organizing meetings, and maintaining office supplies.

Serve as a primary point of contact for customer inquiries, providing exceptional support and resolving issues promptly. Address customer concerns regarding orders, deliveries, product information, and other inquiries in a professional and courteous manner.

Collaborate closely with cross-functional teams such as marketing, finance, and operations to ensure alignment and support for sales initiatives. Communicate effectively with internal stakeholders to facilitate smooth workflow and achieve common goals

Requirement

Bachelor's degree in Business Administration, Marketing, or related field preferred.

Proven experience in sales administration, customer service, or related roles within the medical device industry.

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Excellent communication skills with a strong customer service orientation.

Detail-oriented with excellent organizational and time management abilities.

Ability to multitask and prioritize tasks in a fast-paced environment.

Team player with a positive attitude and willingness to learn and adapt.

Knowledge of hospitals (Names, location..) and medical terminology is a plus.

About Mölnlycke

Mölnlycke is a world-leading medical products and solutions company that equips healthcare professionals to achieve the best patient, clinical and economic outcomes.

Our business is organised in the four business areas Wound Care, Operating Room Solutions, Gloves and Antiseptics, where customer centricity, sustainability and digitalisation are at the heart of everything we do.

Mölnlycke employs around 8,400 people. The company headquarters are in Gothenburg, Sweden and we operate in more than 100 countries worldwide. For more information, please visit

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