



PAYROLL AND  
OUTSOURCING

## Sales Support

Reporting Manager - General Manager

### Key Areas of Responsibility

#### **Administration**

- Creation of documents for both internal and external distribution
- Prepare necessary documents for meetings with customers
- Search relevant websites and newspapers for job leads
- Proposals and contracts preparation for client meetings as requested
- Other ad-hoc tasks assigned by Manager

#### **Data Entry**

- Create candidate, client and contact profiles on CRM
- Update Company Comments with regards to terms of business

#### **Requirements**

- Fresh Graduates preferred
- Good spoken and written English is a must
- Motivated, multitasking and able to work under pressure
- Willing to learn and grow

#### **Benefits**

Annual Salary + Quarterly Performance Bonus + Health Insurance (Eligible after probation period) + Other benefits

#### **Highlights**

Fun and international working environment with lots of new things to learn. Intensive training for all new staff.

#### **Career Growth Opportunities**

Efficient training, chance to learn new skills on the job, high chance to be promoted depending on performance.



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