



We're looking for a  
**Sales Support (m/f/d)**  
to complement our Team in Bangkok

## About Neos

Neos IT Services is a leading technology advisor to companies relying on business critical platforms. Neos is a partner to major enterprises delivering digitization roadmaps, automated cloud infrastructure, application development platforms and Big Data platform optimization. With approximately 90 professional staff, Neos offers a full range of IT solution architecture including migration to Cloud, Big Data, DevOps and Security.

## Future Responsibilities

Our local Bangkok branch is mainly driven by our President for APAC and our Country Manager who are both very much involved in the Sales cycle. In your role as Sales Support, it is your job to undertake administration and other office duties that leave these two gentlemen and the Sales team free to focus on the busy business of selling and connecting to new customers.

### **Your main tasks will be:**

- Acting as a first point of contact: dealing with correspondence and phone calls.
- Performing administrative tasks: namely collating and filing expenses, bookings and arranging travel, transport, accommodation, etc. to support the sales team and help them to gain and keep customers.
- Managing schedules and organizing meetings and appointments as well as events and conferences.
- Corresponding with sales teams and customers for inquiries, document preparations, quotations and sales activities or marketing events.
- Preparing reports, presentations, correspondence and meeting minutes and keeping track of action items.
- Performing data entry tasks for sales figures, metrics and other relevant information and maintaining an organized and accessible filing system.
- Administering the CRM system in close collaboration with the sales team.
- Contributing to overall customer satisfaction by promptly answering emails and phone call.
- Interconnecting with various departments and international teams associated with sales and marketing completion.
- Self-motivated and able to prioritize and manage a myriad of projects and ad-hoc assignments with strong prioritization.
- Defining and optimizing practices for sales and document executions.
- Supporting marketing campaigns.

## Your Profile

We are looking for a candidate who is self-organized and able to pro-actively offer support and coordinate activities.

### **Academic background:**

- Bachelor's degree or or adequate work experience.

### Required skill set:

- Confident in supporting a senior business leader with administrative and organizational projects.
- A minimum of three years in an administrative or supporting function in a commercial team like sales, marketing or finance.
- Being used to operating in a matrix organization and international environment.
- Excellent customer care skills.
- Good written and verbal English.
- Accuracy and attention to detail.
- Good organizational and administrative skills.
- Good computer skills, especially MS Outlook, Microsoft Dynamics CRM, MS Word, MS Excel and MS Power-Point.
- Ability and will to work under pressure and to deadlines.
- Ability to work independently and as a team member.
- Quick and eager learner.
- Proactivity and sense of humor.

### What we offer

The greatest in Neos are our people!

Imagine an exciting and stimulating position in a dynamic and multi-cultural environment of IT experts. You will have the opportunity to develop yourself and your career, to work in multiple areas in a fun, relaxed and professional environment. You will also have the opportunity to be innovative and think 'outside of the box'. We see ourselves as a family who helps each other and develops further together. In addition you will profit from the following benefits.



Modern tech stack & projects



International environment & flat hierarchies



Family friendly flexible work hours



Work-life balance (home & remote office)



Competitive Salaries



Training & development



Company assets (Phone, PC, etc...)



Fun, Events & Beer O'Clock



Darts & Kicker



Train station nearby & free parking spaces



Food & drinks

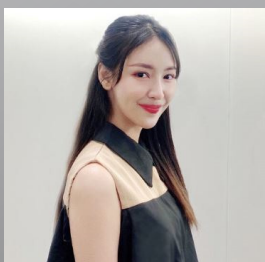


Medical insurance & Company pension scheme

\*Benefits may differ for each location

Neos is an equal opportunity workplace and especially proud of the multi-cultural working environment. We are committed to equal employment opportunity regardless of colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability or gender identity. If you have a disability or special need that requires accommodation, please let us know.

**If you believe you are the right person, please send your application via e-mail to Achita Tepworrawut!**



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Here you can find more info about the work life at Neos:  
[neosit.com/th/career.html](http://neosit.com/th/career.html)