

Job Title: Project Sales Coordinator  
Department: Project Team  
Reports To: Project Manager

**About the Role**

Delton Marine seeks a reliable and organized Project Sales Coordinator to support the project team with essential administrative and operational tasks. This role ensures smooth workflow from order processing to delivery, combining sales coordination with operational efficiency in a fast-paced environment.

**Key Responsibilities**

- Issue purchase orders (POs) and process invoices accurately and promptly.
- Collaborate with finance and suppliers to ensure timely order fulfilment.
- Handle project workflows, including preparation and update of operations manuals and job sheets.
- Coordinate shipping arrangements, including documentation and carrier liaison.
- Monitor deliveries, manage logistics issues, and update stakeholders.
- Any other ad hoc duties assigned.

**Requirements**

- Diploma or equivalent in Engineering, Business Administration, Logistics, or related field.
- Able to liaise effectively with Mandarin-speaking customers and partners to support project communication requirements.
- Proficiency in MS Office and strong organizational skills.
- Detail-oriented with excellent time management and communication abilities.