



# Sales Administration Executive

## **Our Team**

Mighty Jaxx is the leading integrated future culture platform in Southeast Asia today. With a mission to supercharge future culture phygitally, Mighty Jaxx's integrated platform will empower future pop culture brands with an end-to-end supply chain of digital and phygital collectibles, including artist development and incubation, proprietary IP operation and providing global consumers access to new D2C experiences.

Mighty Jaxx partners with the greatest creative talents in the world, as well as top global brands such as Netflix, Formula 1, Hasbro, Toei Animation, Cartoon Network, Nickelodeon, Warner Brothers, Adidas and many more to ship millions of phygital collectibles to over 90 countries worldwide.

We are proud to be an equal opportunity employer with a diverse, inclusive work environment and encourage our employees to bring their authentic, fun-loving, and high-energy selves to the workplace.

## **Your Role**

The Sales Administration Executive is responsible for developing and executing a smooth and efficient sales process. In your role, you will be supporting our local and overseas sales representatives with all relevant sales documentation throughout the process of closing deals. You will also be leading sales forecasting, and will be liaising with our internal teams through the various pre-sales and post-sales processes.

## **Responsibilities**

- Oversee and ensure timely maintenance of all relevant sales reports and master lists (ie. customers' sales transactions, payment and delivery tracking reports)
- Oversee daily sales order processing, ensuring accuracy and timeliness and maintaining effective communication with retailers regarding order specifications
- Ensure timely issuance of sales orders, deposit invoices, and payments within agreed payment schedules
- Working closely with customers to manage and expedite their Products & Order Quantities, timely issuance of Purchase Orders and monitoring of deliveries to meet their delivery time line targets
- Partner with sales representatives to understand the needs of local and overseas distributors and key accounts (B2B) and assist to refine sales processes to meet operational and analytical requests
- Oversee inventory management between our companies, handling requests from



Singapore, and our regional offices (CN / UK / US)

- Work closely with Logistics to streamline product picking, packing, shipping, and on delivery schedules, and forecasting to meet internal and external requirements
- Support and execute product rollout plans by providing the team with weekly order updates & order projections
- Assist the team with all sales enquiries, from both local and overseas clients
- Update and maintain all products and customers' information in company's central system
- Maintain strong working relationships within the sales team, and with Logistics, Customer Experience, Finance, and other cross-functional teams
- Work on streamlining and optimising the daily sales processes

### **Requirements**

- Prior experience in a Sales Administration, Operations or Account Management role, preferably for a consumer product company selling direct to large, national retailers
- Knowledge about the toys / collectibles / figurines industry would be a plus
- Self-motivated, pragmatic and able to take ownership of assigned tasks
- Highly organised and effective time management skills
- Resilient and agile, comfortable adapting to changing priorities through the sales process
- Out of the box thinker; creative and strategic mindset
- Excellent presentation and communication skills, both written and verbal to effectively interact with internal teams and external stakeholders

To apply, please send an updated copy of your resume to [people@mightyjaxx.com](mailto:people@mightyjaxx.com)  
While we value all submissions, we regret that only shortlisted candidates will be contacted by our People team.