



PR/158531 | Sales Coordinator

Job Information

Recruiter[JAC Recruitment Malaysia](#)**Job ID**

1540816

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

JOB RESPONSIBILITIES:

- Oversee the scheduling of product deliveries between factories and customers.
- Facilitate the shipment of factory samples and prepare necessary documentation.
- Coordinate and prepare sales and purchase documents.
- Schedule and coordinate activities between customers and internal stakeholders.
- Handle the processing of purchase and sales orders.
- Respond promptly to customer inquiries via email and phone.
- Provide administrative support to the sales team, including handling customer returns (RMA)

JOB REQUIREMENTS:

- Minimum of 2 years of relevant experience.
- Diploma or Degree holder, or equivalent qualification.
- Proficient in Microsoft Excel, Word, PowerPoint, and Dynamics 365.
- Capable of working independently with minimal supervision and meeting deadlines.
- Detail-oriented, meticulous, responsible, and possesses strong communication skills.
- Excellent time management abilities.
- Willing to collaborate and work effectively as part of a team

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Company Description