



## PR/158558 | Sales Executive / Assistant Manager

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1540833

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

May 20th, 2025 12:33

### 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

**Responsibilities**

- Identify and acquire new customers, markets and opportunities.
- Responsible for achievement of Sales target.
- Servicing and provide support to existing customers as well as a establishing new customers base.
- Understand customers' inquiry on purchase orders, delivery dates and etc.
- Attend customers' inquiry on purchase orders, delivery dates and etc.
- Compile sales data on daily order intake, delivery report on daily and monthly basis.
- Monitor issuance of customer feedback and complaint.
- Coordinate with Logistic Department for delivery matters.
- Provide marketing support functions for sales department.
- Cross sell company products and services.
- Gather data on marketing trends, competitive products and pricing and report to Head of Department.

**Requirements:**

- Candidate must possess at least a Diploma/Professional Certificates/Degree.
- At least 2 year(s) of working experience in steel / coil or the related field
- Preferable Junior Executives specializing in Sales

