



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

June 17th, 2025 02:00

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

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

