



PR/159021 | Sales Coordinator / Sales Support / Admin Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1541073

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 17:00

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

A Plastics Manufacturing company is looking for a Sales Support Executive to join their team in **Shah Alam, Selangor**. This role is mainly to key in data, manage documentation and liaise with internal teams on the order fulfilment process.

Job Description:

- Key in customers data and orders accurately.
- Provide support to the sales team and handle the order fulfilment process.
- Prepare quotation, issuing PO, DO and invoicing.
- Liaise with the production and logistics team to ensure timely deliveries.
- Maintain and update sales and purchase records.

- Other administrative and documentation works.

Other Requirements:

- Preferably Diploma/ Degree holder (SPM can be considered).
- 1 - 2 years of working experience in sales support, coordination or any clerical/administrative work.
- Able to enter data correctly and promptly.
- Good communication skills to liaise with internal teams.

#LI-JACMY
#stateKL
#countrymalaysia

Company Description