



PR/159077 | Sales Admin (Engineering Department)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1542396

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 27th, 2025 10:31

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

Our client is a dynamic and growing engineering firm of transport and infrastructure solutions. They provide engineering solutions for large-scale construction projects, including bridges, roads, and other infrastructure. They are now expanding their team and currently seeking a dynamic and detail-oriented individual to join them as Sales cum Admin & Account Assistant.

Location to work: Kuala Lumpur

Job Responsibilities:

- Assist the sales team with quotations, proposals and basic customer communications
- Support the administration team in filling, data entry, and document control
- Assist in basic accounting tasks such as invoice preparation, payment tracking and pretty cash handling
- Coordinate with internal departments to ensure smooth operations

- Manage office supplies and perform general clerical duties
- Provide support during internal or external audits and reporting
- Other ad-hoc tasks assigned by the management

Requirements:

- Diploma, associate degree or Vocational school in Accounting, Electrical or Mechanical Fields
- Minimum 1-2 years working experience in Admin, Sales Support or Basic Accounting
- Good communication and interpersonal skills
- Basic knowledge in Microsoft Office (Excel, Word, etc)
- Organized, Responsible and Detail Oriented

#LI-JACMY

#countrymalaysia

Company Description