



## PR/159125 | Customer Service Executive

### Job Information

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

1544052

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

June 10th, 2025 10:55

### 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:**

- Engage with customers to provide detailed information about products or services.
- Address and resolve product or service issues by understanding and meeting customers' needs.
- Collaborate with other departments or team members to ensure customer satisfaction.
- Handle the processing of quotations, purchase orders, and sales orders.
- Monitor customer forecasts, stock levels, and inventory movements.
- Participate in company activities such as 5S, safety, environmental and energy initiatives, budget planning, and ISO documentation as assigned.

**JOB REQUIREMENTS:**

- Hold a Diploma or Degree or an equivalent qualification.
- Have 2 to 3 years of relevant experience in the manufacturing industry.
- Experience in managing overseas customers
- Possess strong written and spoken communication skills in English and Malay.
- Mandarin language skills are an added advantage for communicating with Mandarin-speaking customers.

BENEFITS:

- \*Hybrid working arrangement
- \*Leading global company
- \*Attractive multiple allowance and subsidy

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Company Description