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PR/159171 | Sales Coordinator

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1548138

Industry
Other (Trade)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
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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

An international trading company is looking for a Sales Coordinator to join their team in Subang Jaya.

Job Description:

- Provide administrative support to Sales Team.

- Source for Local Vendors/Suppliers.

- Create quotations to Customers thru UBS Billing System or in Excel format.

- Calculate estimated gross margin(profit) thru formula template.

- Generate sales invoice/delivery order to customers and purchase order to vendor/suppliers.

- Liaise with local forwarders on goods delivery to customers / shipment arrangement from overseas including preparation and compilation of logistics documentation

- Ad-Hoc tasks assigned by Management.

Other Requirements:

- 1- 2 years in the relevant field.

- Independent, self-discipline, co-operative as team and positive mindset

- Proficient in English, Bahasa Malaysia and Mandarin (to liaise with Mandarin speaking customers and suppliers).

- Skilled in Microsoft (Excel/Words) and Microsoft Office 365.

#LI-JACMY
#stateKL
#countrymalaysia

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Company Description