



PR/159331 | Merchandising Executive (Retail - Home & Living products)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1551963

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

July 29th, 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

A leading Retail lifestyle products MNC (principal company) is looking for a Merchandising and Operation Executive to join their team.

Job Responsibilities:

Merchandising

- Responsible for Inventory Stock Levels
- Adjustment of orders to prevent overstock and stock flow issues
- Select merchandise and product, negotiating prices and terms with suppliers
- Responsible for the creation of PO and Shipment tracking and other necessary documentation
- Ensure all stores meet the daily benchmark inventory levels

- Monitor deliveries and ensure stock allocations are at optimal levels
- Generate related Weekly / Monthly report
- Updating of Promotion Mechanic and create memorandum

Sales Operation

- Manage the overall Retail Sales performance and display
- Involve in sales promotional planning to drive sales and create product awareness
- Communicate with internal departments and external parties, ensure smooth execution and high level of quality for all retail activities.
- Assist the Sales Manager on other related Operation duties.

Requirements:

- Min 3 years of related experience in Merchandising in the Retail industry, preferably related to Home & Living products or apparels.
- MUST be able to speak Mandarin (to liaise with Mandarin-speaking stakeholders)
- Preferably a Diploma/Degree holder
- Proficient in Microsoft Excel

#LI-JACMY

#stateKL

#countrymalaysia

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Company Description