



PR/159341 | Sales Operations Executive (Automotive Parts & Trading)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1552458

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

July 22nd, 2025 10:22

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

Overview: -

We are seeking a detail-oriented and proactive Sales Operations Executive to support daily operations for our client automotive parts business. This role involves coordination across sales, logistics, inventory, and customer service to ensure smooth end-to-end execution of orders and business support functions.

Key Responsibilities: -

- Oversee and support daily sales operations including order processing, shipment tracking, delivery coordination, and inventory control.
- Act as the main liaison with international suppliers/exporters for order placement, product availability, and pricing matters.
- Monitor cost structures and prepare quotation and profitability analyses to support commercial decision-making.

- Follow up on new and ongoing business leads, providing updates and maintaining good relationships with existing clients.
- Collaborate with customers and suppliers to resolve issues and enhance operational efficiency through effective communication and negotiation.
- Maintain and update all related sales documentation and internal reporting in a timely and organized manner.
- Ensure proper tracking and follow-up on collections in accordance with credit terms and company policy.
- Facilitate clear communication and coordination with internal teams such as procurement, logistics, and finance.
- Support any other assignments as directed by the management team from time to time.

Requirements: -

- Bachelor's degree in Business Administration, Supply Chain Management, or any related field.
- At least 2 years of relevant experience in sales coordination, logistics, or customer support; preferably within the automotive or trading industry.
- Hands-on experience with operational processes in sales and marketing.
- Proficient in Microsoft Office (Excel, PowerPoint, Word).
- Strong communication skills in English; proficiency in other languages is a plus.
- Analytical mindset with strong attention to detail, especially in cost control and commercial analysis.
- Ability to work independently, manage pressure, and meet deadlines.
- A team player with strong interpersonal and negotiation skills.
- Willingness to travel domestically and internationally when needed.

#LI-JACMY

#countrymalaysia

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Company Description