



PR/159355 | Sales Coordinator (Senior / Assistant Manager)

Job Information

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

1552470

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 30th, 2025 12:02

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

Our client is a manufacturer of remote controls and electrical components, and they are seeking a proactive and detail-oriented Senior Officer/Assistant Manager to support the sales team in achieving business goals. This role involves coordinating sales activities, managing customer relationships and ensuring smooth operations across departments. The ideal candidate will have experience in sales support within the electronics or manufacturing industry.

Job Responsibilities

- Assist sales staff in preparing quotations, proposals, and sales plans
- Maintain and update customer databases, sales records, and documentation
- Support customers with delivery adjustments, order management, inventory management and other related matters
- Coordination with the Malaysia factory and overseas production facilities
- Ensure compliance with internal regulations and company policies

Job Requirements

- Bachelor's Degree in Business Administration or a related field

- 3-5 years of experience in sales support or coordination, preferably in the electronics industry
- Able to coordinate and negotiate with internal and external stakeholders
- Proficient in Microsoft Office applications, including Excel and PowerPoint
- Good communication skills, attention to detail and problem-solving abilities

Interested applicants, feel free to click **APPLY NOW**
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Company Description