



## 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**

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

#### 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**