



PR/159370 | Sales Coordinator / Admin

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1553349

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 26th, 2025 10:01

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 company specializing in electronics and semiconductor distribution is seeking a Sales Coordinator to assist the sales team with order processing, maintaining customer records and facilitating communication across departments. This role is based in Subang.

Job Responsibilities

- Assist the sales team with order processing, quotations, and invoicing.
- Coordinate with logistics and warehouse teams to ensure timely delivery of goods.
- Maintain and update customer records and sales databases.
- Handle customer inquiries and provide support via phone, email, or in-person.
- Prepare sales reports and assist in tracking KPIs.

- Support marketing campaigns and promotional activities.
- Follow up on outstanding payments and assist in credit control.

Job Requirement

- Diploma or Degree in Business Administration, Marketing, or related field
- 2 years of experience sales coordinator or customer service
- Good communication and interpersonal skills.
- Proficient in Microsoft Office (Excel, Word, PowerPoint).

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Company Description