



PR/159668 | Sales Coordinator / Admin

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1561513

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 11th, 2025 11:02

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

A trading company located at Kuala Lumpur is looking for a Sales Coordinator/Admin to join their team.

Job Responsibilities:

- Handle and process customer orders accurately and efficiently
- Coordinate the delivery process to ensure timely shipments
- Record, file, and maintain all processed orders and delivery documents
- Perform data entry and ensure proper filing of logistics paperwork
- Update monthly shipping schedules and sales data reports
- Liaise with customers and vendors to ensure smooth communication and operations
- Follow up on outstanding matters, provide support to the team, and perform other logistics-related tasks as required.

Requirements:

- At least 2 years of working experience in the related trading field.
- Strong attention to detail, with good communication and organizational skills.
- Computer literate, with proficiency in Microsoft Excel, Word, and PowerPoint.
- Prior experience working with export and import systems is an added advantage.

#LI-JACMY
#stateKL
#countrymalaysia

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Company Description