



PR/159744 | Junior Customer Service Executive - Manufacturing

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1564261

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 4th, 2025 10:31

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 OVERVIEW

A Multinational company based in Petaling Jaya is seeking for a Junior Customer Service executive to join our client dynamic team. This role offers a unique opportunity to work closely with international teams and play a key part in supporting customer service operations. The ideal candidate will be a proactive team player with a commercial mindset, eager to learn and thrive in a fast-paced, multicultural environment.

JOB RESPONSIBILITIES

- Manage and respond to customer inquiries, ensuring timely and effective support.
- Prepare quotations in collaboration with European offices and follow up on purchase orders and logistics coordination.
- Assist in sourcing spare parts, negotiating with suppliers, and preparing cost estimates when required.
- Build and maintain strong relationships with customers and suppliers to ensure smooth communication and service delivery.

- Collaborate closely with the engineering team to enhance overall team performance and project outcomes.
- Provide support to senior team members on various ad-hoc tasks and administrative matters.

JOB REQUIREMENTS

- Minimum Diploma qualification.
- Prior experience in customer service or sales support roles with a commercial mindset.
- Proficient in Microsoft Office and computer literate.
- Positive, can-do attitude with a willingness to learn and grow.
- Strong team player with excellent interpersonal and communication skills.
- Fluent in written and spoken English; proficiency in additional Asian languages is an advantage.
- Ability to multitask, prioritize effectively, and remain customer-focused in a fast-paced environment.

#LI-JACMY

#StateSelangor

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

Company Description