



マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/159847 | Sales Coordinator

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1566507

**Industry**

Electronics, Semiconductor

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

December 23rd, 2025 02:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Company Review

A trading and servicing basic & high-purity chemicals, and semiconductor equipment is seeking a Sales Coordinator to join our dynamic team. This role is critical in supporting our sales operations, ensuring smooth order processing, and maintaining strong communication with customers and internal teams.

#### Job Responsibilities:

- Accurately handle and process customer orders in a timely manner.
- Coordinate delivery schedules to ensure prompt and efficient shipments.
- Maintain proper records and filing of all processed orders and delivery documentation.
- Perform data entry and organize logistics paperwork for easy retrieval.
- Update monthly shipping schedules and prepare sales data reports.
- Communicate effectively with customers and vendors to ensure smooth operations.
- Follow up on outstanding issues, provide team support, and carry out other logistics-related tasks as needed.

**Job Requirements:**

- Minimum of 2 years' experience in a related trading or logistics field.
- Strong attention to detail with excellent communication and organizational skills.
- Proficient in Microsoft Excel, Word, and PowerPoint.
- Familiarity with export and import systems is an added advantage.

**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**