

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

November 25th, 2025 11:37

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.

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Company Description