



PR/159871 | Indoor Sales Support (Logistic)

Job Information

Recruiter

[JAC Recruitment Malaysia](#)

Job ID

1567443

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 13th, 2026 09:01

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

Job Description:

- Build and nurture strong relationships with both new and existing clients.
- Respond promptly to inquiries from outdoor sales teams, delivering accurate and customized logistics solutions.
- Conduct follow-ups to ensure client satisfaction and foster long-term partnerships.
- Identify and pursue new business opportunities through multiple channels.
- Prepare and present quotations, pricing proposals, and service agreements.
- Negotiate terms with clients to secure profitable outcomes.
- Collaborate with operations and customer service teams to ensure smooth shipment handling.
- Oversee the preparation of essential documents, including shipping schedules and customs forms.
- Provide regular sales performance reports and actionable insights to the sales manager.
- Address customer complaints promptly and resolve issues to maintain high satisfaction levels.
- Offer clients updates and guidance on best practices for shipment handling and cost optimization.
- Conduct cold calls to potential clients to generate interest and leads

Job Requirements

- Diploma or Degree in Business Administration, Logistics, or a related field.
- 1–3 years of sales experience in logistics or freight forwarding preferred.
- Strong interpersonal and communication skills, both written and verbal.
- Familiarity with logistics services (freight forwarding, warehousing, customs clearance, etc.) is an advantage.
- Strong organizational and time-management skills to manage multiple tasks effectively.
- Knowledge of local and international logistics regulations is a plus.

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Company Description