



PR/159941 | Sales Coordinator / Admin (Hybrid)

Job Information

Recruiter[JAC Recruitment Malaysia](#)**Job ID**

1569649

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 17th, 2026 08:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

A leading MNC in the Trading Industry is looking for a Sales Coordinator for their Mineral & Metal division to support local and export operations and coordinate shipping activities.

Main Responsibilities:

- Coordinate both export and domestic business operations.
- Manage comprehensive back-office support functions to ensure smooth workflows.
- Prepare and maintain all required shipping documentation with accuracy.
- Coordinate and arrange logistics and shipment activities efficiently.

Key Requirements:

- Possess at least a Degree.
- 3 -5 years of working experience in trading companies or experience in export/import.
- Skilled in Microsoft Excel and PowerPoint.
- Proficient in spoken and written English and Bahasa Malaysia.
- Able to multitask, work independently and work under pressure.
- Has good interpersonal and communication skills.

#LI-JACMY

#stateKL

#countrymalaysia

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Company Description