



PR/160038 | Order Processing Specialist

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1572802

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 17th, 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

Our client is a Swiss-based global leader in equipment and system solutions company located in Bayan Lepas, Penang. They are looking for Order Processing Specialist that will manage the end-to-end lifecycle of customer orders, ensuring accuracy from initial entry to final shipment

Job Responsibilities

- Perform sales coordination works such as sales order processing, customers' purchase order and necessary documents.
- Responsible to prepare quotation to customer in a timely manner and acknowledgement of order from sales, PO received from the customers & Inter company.
- Periodically monitor and provide updates to customer on status of deliveries on outstanding orders.
- Ensure parts availability and that parts are being processed immediately to customer site.

- Handle and timely process customer orders and enquiry (Import / Export / Trucking)
- Monitor the status of orders and liaise with the respective parties to ensure that delivery meets target.
- Proper keeping of the full set of necessary shipping documents and to comply with the company's processes, and regulatory restrictions.

Job Requirement

- Bachelor's degree in business administration, Supply Chain, or a related field.
- At least 2–3 years of experience in order management, sales coordination, or logistics within a manufacturing environment.
- Proficiency in SAP (SD/MM modules) or similar ERP software is highly preferred

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