



## 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.

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#### Company Description