



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

January 20th, 2026 10:17

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

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Company Description