



PR/160056 | Sales Coordinator

Job Information

Recruiter

[JAC Recruitment Malaysia](#)

Job ID

1574849

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 10:55

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview:

A global leader in specialized lighting solutions, operating across three core business segments: electronics, visual imaging, and life sciences.

Job Responsibilities:

Provide sales administration support for all import and export operational activities.

Manage export shipments from overseas factories to markets including Singapore, Thailand, Malaysia, the Philippines, Japan, and Oceania.

Prepare and process essential shipping and sales documentation such as Purchase Orders (PO), Delivery Orders (DO), invoices, and Packing Lists (PL).

Coordinate customs clearance procedures and liaise with freight forwarders, shipping agents, and relevant regulatory authorities.

Monitor shipment schedules, track delivery status, and ensure timely communication with internal and external stakeholders. Support continuous improvement initiatives to streamline logistics workflows and enhance operational efficiency.

Key Requirements:

Education: Minimum Diploma qualification in Logistics, Business Administration, Supply Chain, or a related field.

Language Proficiency: Business-level proficiency in English, Mandarin, and Bahasa Malaysia to liaise with regional partners.

Experience: Strong logistics background with solid understanding of Incoterms and international shipping practices.

ERP Systems: Hands-on experience with ERP systems or strong familiarity with their use in logistics or sales operations.

Computer Skills: Proficient in Microsoft Office applications, especially Excel, Word, and Outlook.

Soft Skills & Attributes: Excellent communication and interpersonal skills; self-motivated with a proactive and positive working attitude.

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