



PR/160211 | Sales coordinator / operation - Global Japanese group

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1580489

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 14th, 2026 03:00

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

Job Responsibilities:

- Receive and process customer orders accurately and in a timely manner.
- Prepare and issue purchase orders to suppliers.
- Coordinate shipment arrangements, primarily via sea freight, including booking and scheduling.
- Communicate with freight forwarders on shipment status, documentation, and delivery timelines.
- Handle customs-related matters, particularly SST requirements, ensuring compliance with relevant regulations.
- Monitor and manage delivery schedules to meet customer expectations.
- Maintain and update order, shipment, and logistics records in the system.
- Provide administrative and coordination support to the sales team as needed.

Job Requirements:

- Diploma or Degree in Business, Logistics, Supply Chain, or related fields.
- 1–2 years of relevant experience is an advantage; fresh graduates with strong motivation will also be considered.
- Basic understanding of shipping processes and customs documentation is a plus.

- Strong communication and coordination skills.
- Detail-oriented, organized, and able to multitask in a

fast-paced environment.

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Company Description