



PR/160221 | Sales Coordinator - Japanese based trading company

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1581814

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 12:00

General Requirements

Minimum Experience Level

Over 3 years

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:

- Handle customer inquiries via phone and email.
- Prepare quotations, invoices, and sales documents.
- Process purchase orders and update order status.
- Coordinate with logistics/warehouse for delivery arrangements.
- Maintain customer records and sales reports.
- Support the sales team with administrative tasks.

Job Requirements:

- Minimum SPM/Diploma in any related field.
- Min 2 years of experience in sales support or administrative work (preferred).
- Good communication and customer service skills.
- Proficient in Microsoft Office (Excel, Word).
- Organized, responsible, and able to multitask.

#LI-JACMY

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Company Description