



## PR/160373 | Sales Admin - Electronic trading company

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1585937

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

May 5th, 2026 13:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Basic

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Job Description:**

- Coordinate with suppliers and customers to ensure smooth and timely order processing.
- Maintain accurate and up-to-date customer records, order details, and sales databases.
- Arrange and track stock deliveries with warehouses and transportation providers.
- Liaise with internal departments, including Logistics, Finance, and Operations, to support order fulfillment.
- Handle customs clearance documentation and procedures.
- Conduct regular stock checks and ensure inventory records are properly updated.
- Communicate primarily via email, and by phone for urgent matters.

**Job Requirements:**

- Minimum of 2 years' relevant working experience, preferably in trading or administrative roles.
- Proficient in Microsoft Office, especially Excel, Word, and PowerPoint.
- Familiarity with the ISOP system will be a plus (other system experience will also be considered).
- Strong coordination, organizational, and record-keeping skills.

**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