



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

April 7th, 2026 11:02

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.

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Company Description