



PR/160381 | Trading / Procurement Executive (Japanese MNC, Subang)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1585941

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 21st, 2026 06:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client is a well-established Japanese multinational trading company involved in the procurement and supply of industrial and automotive related components across the region.

Job Overview:

This role will be responsible for supporting daily trading operations and ensuring smooth coordination between customers, suppliers and internal teams.

Location to work: Subang, Selangor

Job Responsibilities: -

- Act as the Primary liaison for assigned accounts and overseas partner
- Handle customer orders and follow up on purchase orders (PO)
- Coordinate with suppliers (including overseas vendors) on order status and delivery timelines

- Monitor shipment and ensure timely delivery to customers
- Liaise with internal departments such as logistics, warehouse and finance
- Handle documentation related to import/ export and shipment
- Follow up on invoicing and payment status
- Maintain accurate records and prepare reports when required

Requirements:

- Diploma / Degree in Business, Supply Chain, Logistics or related field
- 1-5 years of working experience in: Trading / Supply Chain / Logistics / Sales Coordination
- Experience handling: Purchase Orders (PO), Shipment / Delivery Coordination / Supplier and customer communication
- Familiar with import / export process is an added advantage
- Experience using ERP system (e.g: SAP) will be a plus
- Good communication and coordination skills
- Able to multitask and work in a fast-paced environment

#LI-JACMY

#Countrymalaysia

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Company Description