



## 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**

May 5th, 2026 13:00

### 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