



## 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**

June 2nd, 2026 11:00

### 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

**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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

---

Company Description