



PR/160408 | Sales Coordinator - Trading Company

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1586506

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 9th, 2026 10:01

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

An international trading company is looking for a Sales Coordinator to join their team in Subang Jaya.

Job Description:

- Provide administrative support to Sales Team.
- Source for Local Vendors/Suppliers.
- Create quotations to Customers thru UBS Billing System or in Excel format.
- Calculate estimated gross margin(profit) thru formula template.
- Generate sales invoice/delivery order to customers and purchase order to vendor/suppliers.
- Liaise with local forwarders on goods delivery to customers / shipment arrangement from overseas including preparation and compilation of logistics documentation

- Ad-Hoc tasks assigned by Management.

Other Requirements:

- 1- 2 years in the relevant field (Fresh graduates are welcomed).
- Independent, self-discipline, co-operative as team and positive mindset
- Proficient in English, Bahasa Malaysia and Mandarin (to liaise with Mandarin speaking customers and suppliers).
- Skilled in Microsoft (Excel/Words) and Microsoft Office 365.

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Company Description