



PR/160414 | ADMIN SUPPORT - UOA BANGSAR (URGENT HIRING)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1586510

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 08:00

General Requirements

Minimum Experience Level

Over 3 years

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

Responsibilities:

- Coordinate with all departments ensuring all work functions smoothly.
- Co-ordinate with senior in quotation, tender document, purchase order, delivery order, invoice and shipping document.
- Handle sales enquires & searching for supplier's quotation
- Submit cargo insurance & insurance claims (if any) or claims back to factory
- Coordinate the production & arrange shipment from factory (Japan, Thailand, China, Singapore) to Malaysia
- Coordinate with forwarder & warehouse on the shipment
- Arrange delivery schedule with salesperson, driver & customer

- Maintain the stock & prepare inventory report (month-end report by SAP and Excel)
- Filing of documents, update contact list.
- Prepare and submit project insurance which is requested by project
- Insurance declaration for half-yearly or yearly
- Prepare the Sales and Cost comparison sheet monthly
- Prepare salesperson report and monthly sales report
- Answer phone call, serve tea to customer (ad-hoc)
- Any ad-hoc duties assigned by manager

Requirements:

- At least Diploma qualification from recognized institution.
- Prefer few years of sales-coordinate experience.
- Able to meet deadlines and work effectively under pressure.
- Eye for details, creative, team player & self-motivated.
- Possess good interpersonal communication & analytical skills with people at all levels.

#LI-JACMY
#Countrymalaysia

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Company Description