



## 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**

May 26th, 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

**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.

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Company Description