



PR/160423 | Sales Admin - Expanding trading company

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1586516

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 08:00

General Requirements

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

Job Responsibilities:

- Coordinate and follow up on delivery status between suppliers and customers
- Prepare and manage documentation, including invoices, delivery orders (DO), purchase orders, and reports
- Respond promptly and professionally to email and telephone enquiries
- Handle incoming and outgoing calls efficiently
- Prior experience in the trading industry is preferred; knowledge of import and export processes is an advantage.

Job Requirements:

- Fresh graduates are welcome to apply.
- Interest to work in Japanese culture.

#LI-JACMY

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Company Description