



## 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**

May 26th, 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