



PR/160676 | Sales Admin ( Top leading chemical industry)

## Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1599368

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 11:14

## General Requirements

**Minimum Experience Level**

Over 3 years

**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 Description:**

- Report directly to the Sales Manager / General Manager.
- Process customer orders and coordinate delivery arrangements accordingly.
- Liaise with customers and the production team to ensure smooth delivery scheduling.
- Prepare sales-related documents, including invoices, collection advice, and weekly sales reports.
- Manage monthly stock take and perform inventory adjustments.
- Record daily blending transactions accurately in the accounting system.
- Handle export shipment documentation and coordination.

- Ensure compliance with Quality Policies, objectives, risk management, and control measures.

**Job Requirements:**

- Minimum Diploma / Degree
- At least 3 years of working experience.
- Computer literate.
- Able to work with minimum supervision and to meet tight deadlines.
- Good communication and interpersonal skills.

#LI-JACMY

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Company Description