



PR/160733 | Sales Coordinator - Leading Trading Company

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1599412

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:15

General Requirements

Minimum Experience Level

Over 1 year

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

A leading MNC in the Trading Industry is looking for a Sales Coordinator for their Mineral & Metal division to support local and export operations and coordinate shipping activities.

Job Responsibilities:

- Coordinate both export and domestic business operations.
- Manage comprehensive back-office support functions to ensure smooth workflows.
- Prepare and maintain all required shipping documentation with accuracy.
- Coordinate and arrange logistics and shipment activities efficiently.

Job Requirements:

- Possess at least a Degree.
- 3 -5 years of working experience in trading companies or experience in export/import.
- Skilled in Microsoft Excel and PowerPoint.
- Proficient in spoken and written English and Bahasa Malaysia.
- Able to multitask, work independently and work under pressure.
- Has good interpersonal and communication skills.

#LI-JACMY

#stateKL

#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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

Company Description