



PR/160764 | Sales Admin / Coordinator (Hybrid Work - 1 day WFH) - trading company

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1600881

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 03:00

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 global trading multinational company in the Metal industry is hiring a Sales Admin to handle import and export, liaising with suppliers, customers, and forwarders to support the sales operations. The company is practicing a hybrid work arrangement (1 day work from home per week) and their office location is accessible by LRT/MRT/monorel.

Job Description:

- Liaise with salesperson and handle full set of order process
- Liaise with transporter to ensure timely deliveries
- Maintain and update sales and purchase records
- Communicate sales status internally with salesperson
- Prepare monthly sales report and any ad hoc reports as and when required
- Negotiate commission amount with counter-party and issue Debit Note

- Prepare shipping documents related to import and export of goods
- Ad-hoc tasks assigned from time to time

Job Requirements:

- Able to work with minimum supervision and under strict deadlines
- Min Diploma/ Degree in any field.
- At least 1 year(s) of working experience in the related field is required for this position.
- Required Skill(s): Microsoft Office, knowledge of import/export shipping documents.
- Experience in Letter of Credit (LC) and Bill of Lading (BL) will be at a greater advantage.
- Preferably candidate specialized in Clerical/Administrative Support or working experience in Logistic/ Supply Chain company

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Company Description