



PR/160837 | Sales Admin

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1607159

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 05:00

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 Japanese semiconductor manufacturer is looking for Sales Admin as part of their team.

Key Responsibilities:

- Monitoring daily delivery condition.
- Report stock information to sales staff to avoid excess stock.
- Verifying correct data entry.
- Making good relationship with customer.
- Feedback information to Customers requirement.

Key Requirements:

- A positive attitude, strong cooperativeness, and the ability to work well within a team.
- Good time management skills and the ability to take quick action when handling tasks and challenges.
- Possess good communication and negotiation skills, with the ability to interact effectively with customers, suppliers, and colleagues.
- Willing to learn.

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Company Description