



マレーシアの求人なら
JAC Recruitment Malaysia

PR/160940 | JAPANESE SPEAKING ADMIN EXECUTIVE (Equipment Trading)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1607706

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 05:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

Our client is an established equipment company with office in Johor Bahru.

Key Responsibilities

- Coordinate domestic shipments within Malaysia and ensure timely delivery.
- Coordinate international shipments between Malaysia, Japan, and other overseas destinations.
- Prepare and process shipping-related documentation accurately and promptly.

- Issue invoices and support order fulfillment processes.
- Manage post-sales administrative activities for both local and international customers.
- Participate in daily online meetings with overseas managers.
- Support general office administration and operational activities.
- Undertake occasional business trips when required.

Job Requirements

- Diploma or Bachelor's Degree in Logistics, Supply Chain Management, Business Administration, or a related field.
- Minimum 1-3 years of relevant working experience in administration, logistics, supply chain, or customer support.
- Able to work independently and effectively report to overseas management teams.
- Japanese language proficiency is required to communicate with Japanese counterparts and overseas management.
- Positive attitude, willingness to learn, and ability to handle a wide range of responsibilities in a small office environment.
- Proficient in Microsoft Excel, Word, and Outlook.

#LI-JACMY

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Company Description