



PR/160979 | Senior Sales / Assistant Sales Manager (Japanese Speaker)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1609339

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 05:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Organization Unit: Sales and Marketing Division

Report to: Senior Manager Sales and Marketing (Manager in Johor office)

Key Responsibilities: Administer and coordinate sales activities, liaise with distributors/customer local and overseas on purchase orders, etc.

- To follow up with distributors/customers by visiting them for after-sales services.
- To promote existing and new products to distributors /customers by working together with the R&D Division.
- Ensure the company sales target is achieved and maintained.
- Perform cost calculations, draft and prepare quotations, submit and follow up with customers/distributors for feedback.
- Maintain good relationships with customers, advise them on the company's services and products.
- Prepare monthly sales forecast report and estimate sales figure report.
- Review and revise contracts with customers/distributors and advise management on contract terms, selling price, etc.
- Assist other sales team members based on project assignment.
- Provide marketing information and explain the marketing pattern in the assigned area.
- Proactive in handling customers/distributors' complaints and maintaining customer interest in our company.

- Liaise with Internal and External on Sales Issue
- Prepare quotation to customers/distributors

- Possess Diploma / Degree
- Knowledgeable in Sales and Marketing
- Minimum 10 years' working experience in sales
- Excellent communication skills
- Able to communicate in Chinese and Japanese is a value added

- Work From Home in KL , every months attend meeting in JB HQ (by flight/driving)
- Working hours – 8.30am – 5.30pm, Monday – Friday

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.

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Company Description