PR/161036 | Sales Coordinator

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1611299

Industry
Other (Trade)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
September 8th, 2026 10:29

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

COMPANY OVERVIEW

One of largest general trading (steel products) and investment company is seeking a **Site Coordinator** to join the team. This role involves responsible to coordinate sales operations by managing customer inquiries, sales documentation, order processing, reporting, and cross-functional communication to ensure smooth business development activities and customer satisfaction.

JOB RESPONSIBILITIES

- Manage sales orders, documentation, and customer records.
- Coordinate with customers, suppliers, logistics providers, and internal teams to ensure smooth order fulfillment.
- Handle customer inquiries, correspondence, and issue resolution.
- Monitor sales activities, track order progress, and support payment collection.

- Prepare sales reports, maintain data records, and provide business insights.

JOB REQUIREMENTS

- Degree holder with good communication skills.
- Experience in sales support, customer service, or import/export coordination is an advantage.
- Proficient in Microsoft Excel and Microsoft Office.
- Organized, detail oriented, and able to multitask in a fast paced environment.

#LI-JACMY

#countrymalaysia

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Company Description