



JAC Recruitment

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JAC Recruitment Malaysia

PR/161137 | Sales Coordinator

Job Information

Recruiter

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Job ID

1614549

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 10:31

General Requirements

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

A leading Japanese multinational manufacturer specializing in advanced sealing technologies, fluid handling solutions, and semiconductor production-related products is seeking a Sales Coordinator to join its growing operations in Batu Kawan, Penang.

Key Responsibilities:

- Order processing through customers' SAP systems.
- Delivery schedule coordination.
- Responsible for preparing and issuing quotations based on customer requirements and company pricing guidelines.
- Shipment arrangement and coordination.

Key Requirements:

- Experience is preferred but not mandatory.
- Fresh graduates are encouraged to apply.
- Positive attitude and willingness to learn.

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