



マレーシアの求人なら
JAC Recruitment Malaysia

PR/161176 | Sales Admin

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1616136

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

October 6th, 2026 10:35

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A chemical manufacturing company that produces a wide range of products, including petrochemicals, plastics, specialty chemicals, healthcare materials, and advanced functional materials for industries worldwide. is seeking a **Sales Admin** to join the team. This role involves to manage customer orders, coordinate deliveries and export shipments, prepare sales documents, maintain inventory records, and provide administrative support to ensure smooth sales operations.

JOB RESPONSIBILITIES

- Process customer orders and arrange deliveries accurately.
- Coordinate with customers, factory, and logistics providers on order status and shipment schedules.
- Prepare sales invoices, reports, and related documents.
- Maintain inventory records and assist with stock take activities.

- Manage export shipment documentation and provide administrative support to the sales team.

JOB REQUIREMENTS

- Degree or equivalent qualification.
- At least 3 years of experience in sales administration, customer service, or order processing.
- Experience in export documentation and logistics is an advantage.
- Strong attention to detail with basic Microsoft Excel skills.
- Chemical industry experience preferred, with good communication and coordination skills.

#LI-JACMY

#countrymalaysia

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Company Description