

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
November 3rd, 2026 13:00

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