

PR/161249 | Sales Executive (Japanese speaker)

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1618555

Industry
Other (Trade)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 09:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Daily Conversation Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Customer Relationship Management

- Maintain daily communication with customers and suppliers to ensure smooth coordination and timely information sharing.
- Build and maintain strong relationships with existing customers while identifying opportunities to expand business.
- Conduct regular customer visits to understand production plans, demand forecasts, and operational requirements.

Sales & Supply Chain Coordination

- Work closely with customers, suppliers, and internal stakeholders to ensure timely fulfillment of customer requirements.
- Coordinate with suppliers regarding product availability, lead times, delivery schedules, and supply-related issues.
- Monitor customer production schedules and proactively support their procurement needs.

RFQ & Quotation Management

- Receive and manage customer Requests for Quotation (RFQs).
- Liaise with suppliers to obtain pricing, lead times, and technical information.
- Prepare and submit quotations to customers and follow up on commercial discussions.
- Negotiate and coordinate pricing to ensure competitiveness while maintaining profitability.

Issue Resolution & Escalation
- Identify, monitor, and escalate critical issues to management and relevant stakeholders for timely resolution.
- Coordinate with customers, suppliers, Customer Service, and internal departments to resolve operational challenges effectively.
- Follow up on delivery delays, supply shortages, and commercial issues.

Reporting & Administration
- Prepare and present weekly sales reports during sales meetings.
- Maintain accurate customer and sales information within the Data Management System.
- Ensure monthly updates are completed accurately and on time.
- Coordinate daily operational matters with the Customer Service team to ensure smooth order processing and delivery.

Collection & Payment Follow-Up
- Monitor customers' payment status and outstanding balances.
- Liaise with customers regarding payment schedules and settlement status.
- Work closely with the Finance team and escalate any delayed payments when necessary.

Requirements
- Fresh graduates are encouraged to apply.
- Good communication and interpersonal skills.
- Experience in sales
- Ability to work effectively with customers, suppliers, and internal stakeholders.
- Proficiency in English, Mandarin, and Japanese for business communication.
- Possess a valid driving license and own transportation for customer visits.

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#Countrymalaysia

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Company Description