

PR/161381 | SALES COORDINATOR (Established Manufacturing Industry)

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1623360

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 10:17

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Company Overview

The company specializes in precision metal processing and manufacturing solutions, supporting customers through high-quality production, logistics coordination, and export operations. As part of a Japanese business environment, the company emphasizes quality, accuracy, teamwork, and efficient communication with its headquarters in Japan.

Job Description

- Monitor production progress through the company's internal system and provide status updates to the Sales team.
- Issue shipment vouchers and coordinate related documentation with the Head Office in Japan.
- Communicate regularly with the Japan headquarters via email regarding orders, shipment matters, and operational updates.

- Prepare shipping documents and coordinate with the Shipping department to ensure timely delivery to customers.
- Work closely with Production, Logistics, Finance, and Sales teams to support smooth order fulfilment and delivery activities.
- Assist in coordinating customer orders, shipment schedules, and internal operational processes.

Job Requirements

- Diploma or equivalent qualification in Business, Administration, Logistics, Supply Chain, Sales, or a related field.
- Fresh graduates or candidates with 1-2 years of experience in Sales Administration, Customer Service, Order Processing, Logistics, or related functions are encouraged to apply.
  Strong communication and interpersonal skills.
- Able to communicate professionally via email, including with overseas stakeholders.
- Self-motivated, proactive, and capable of solving problems independently.
- Able to multitask and coordinate effectively across different departments.
- Responsible, organized, and detail-oriented.

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