



PR/158531 | Sales Coordinator

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1536576

業種

監査・税理士法人

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年04月30日 16:02

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

JOB RESPONSIBILITIES:

- Oversee the scheduling of product deliveries between factories and customers.
- Facilitate the shipment of factory samples and prepare necessary documentation.
- Coordinate and prepare sales and purchase documents.
- Schedule and coordinate activities between customers and internal stakeholders.
- Handle the processing of purchase and sales orders.
- Respond promptly to customer inquiries via email and phone.
- Provide administrative support to the sales team, including handling customer returns (RMA)

JOB REQUIREMENTS:

- Minimum of 2 years of relevant experience.
- Diploma or Degree holder, or equivalent qualification.
- Proficient in Microsoft Excel, Word, PowerPoint, and Dynamics 365.
- Capable of working independently with minimal supervision and meeting deadlines.
- Detail-oriented, meticulous, responsible, and possesses strong communication skills.
- Excellent time management abilities.
- Willing to collaborate and work effectively as part of a team

#LI-JACMY
#statekl

会社説明