



PR/159021 | Sales Coordinator / Sales Support / Admin Executive

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

1541073

業種

その他（メーカー）

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05月20日 12:41

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

A Plastics Manufacturing company is looking for a Sales Support Executive to join their team in **Shah Alam, Selangor**. This role is mainly to key in data, manage documentation and liaise with internal teams on the order fulfilment process.

Job Description:

- Key in customers data and orders accurately.
- Provide support to the sales team and handle the order fulfilment process.
- Prepare quotation, issuing PO, DO and invoicing.
- Liaise with the production and logistics team to ensure timely deliveries.
- Maintain and update sales and purchase records.

- Other administrative and documentation works.

Other Requirements:

- Preferably Diploma/ Degree holder (SPM can be considered).
- 1 - 2 years of working experience in sales support, coordination or any clerical/administrative work.
- Able to enter data correctly and promptly.
- Good communication skills to liaise with internal teams.

#LI-JACMY
#stateKL
#countrymalaysia

会社説明