



PR/159077 | Sales Admin (Engineering Department)

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

1542396

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27日 10:31

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

Our client is a dynamic and growing engineering firm of transport and infrastructure solutions. They provide engineering solutions for large-scale construction projects, including bridges, roads, and other infrastructure. They are now expanding their team and currently seeking a dynamic and detail-oriented individual to join them as Sales cum Admin & Account Assistant.

Location to work: Kuala Lumpur

Job Responsibilities:

- Assist the sales team with quotations, proposals and basic customer communications
- Support the administration team in filling, data entry, and document control
- Assist in basic accounting tasks such as invoice preparation, payment tracking and pretty cash handling
- Coordinate with internal departments to ensure smooth operations

- Manage office supplies and perform general clerical duties
- Provide support during internal or external audits and reporting
- Other ad-hoc tasks assigned by the management

Requirements:

- Diploma, associate degree or Vocational school in Accounting, Electrical or Mechanical Fields
- Minimum 1-2 years working experience in Admin, Sales Support or Basic Accounting
- Good communication and interpersonal skills
- Basic knowledge in Microsoft Office (Excel, Word, etc)
- Organized, Responsible and Detail Oriented

#LI-JACMY

#countrymalaysia

会社説明