



CR/159186 | Customer Support Executive for Japanese Speaker

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

1545420

業種

その他（メーカー）

雇用形態

契約

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年06月24日 10:35

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 Japanese manufacturer in Kulim is looking for a customer support.

The position is a fixed-term contract for a period of two years.

Job Summary:

The key role of this position is to be responsible for administration support for the new Customer Support Center.

Responsibilities:

- Support to launch the new Customer Support Center by making rules, managing engineers' schedules and coordinating Customer Support meetings within group companies.
- Collaborate and communicate effectively with sales, engineering team, field support and inter-company personnel.
- Liaise with local and overseas customers / suppliers.
- Handle sales inquiries, prepare quotations and purchase orders for customers.
- Prepare and issue sales documentation (Sales Order, DO, Performa Invoice etc) upon sales order received.

- Monitor and follow-up closely on progress of orders and ensure timely delivery.
- Update ERP system.
- Support on making appointments and travel arrangements.

Requirements:

- Japanese speaker
 - Candidate must possess a Degree in Business Administration, Sales or other fields.
 - At least 2 year of similar working experience in the related field.
 - Knowledge of Marketing, Engineering or Logistics will be an added advantage.
 - Computer literate (MS Excel, MS Word ect).
 - Possess own transport with valid driving license.
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- Good interpersonal and communication skills.

会社説明