



## 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

1547974

#### 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09月17日 07:00

### 応募必要条件

#### キャリアレベル

中途経験者レベル

#### 英語レベル

無し

#### 日本語レベル

無し

#### 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.

**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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会社説明