



PR/159171 | 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

1548138

業種

その他（商社）

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07月23日 10:00

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

An international trading company is looking for a Sales Coordinator to join their team in Subang Jaya.

Job Description:

- Provide administrative support to Sales Team.
- Source for Local Vendors/Suppliers.
- Create quotations to Customers thru UBS Billing System or in Excel format.
- Calculate estimated gross margin(profit) thru formula template.
- Generate sales invoice/delivery order to customers and purchase order to vendor/suppliers.
- Liaise with local forwarders on goods delivery to customers / shipment arrangement from overseas including preparation and compilation of logistics documentation

- Ad-Hoc tasks assigned by Management.

Other Requirements:

- 1- 2 years in the relevant field.
- Independent, self-discipline, co-operative as team and positive mindset
- Proficient in English, Bahasa Malaysia and Mandarin (to liaise with Mandarin speaking customers and suppliers).
- Skilled in Microsoft (Excel/Words) and Microsoft Office 365.

#LI-JACMY

#stateKL

#countrymalaysia

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会社説明