



## PR/159284 | 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

1548271

#### 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07月08日 16:38

### 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, a company specializing in electronics and semiconductor distribution based in Penang, is seeking a Sales Coordinator to assist the sales team with customer account management, order processing, and facilitating effective communication across departments

### Job Responsibilities

- Assist the sales team with order processing, quotations, and invoicing.
- Coordinate with logistics and warehouse teams to ensure timely delivery of goods.
- Maintain and update customer records and sales databases.
- Handle customer inquiries and provide support via phone, email, or in-person.
- Prepare sales reports and assist in tracking KPIs.
- Support marketing campaigns and promotional activities.
- Follow up on outstanding payments and assist in credit control.

## Job Requirement

- Diploma or Degree in Business Administration, Marketing, or related field
- 2 years of experience sales coordinator or customer service
- Good communication and interpersonal skills.
- Proficient in Microsoft Office (Excel, Word, PowerPoint).

**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