



PR/159341 | Sales Operations Executive (Automotive Parts & Trading)

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

1552458

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09月30日 12:02

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

Overview: -

We are seeking a detail-oriented and proactive Sales Operations Executive to support daily operations for our client automotive parts business. This role involves coordination across sales, logistics, inventory, and customer service to ensure smooth end-to-end execution of orders and business support functions.

Key Responsibilities: -

- Oversee and support daily sales operations including order processing, shipment tracking, delivery coordination, and inventory control.
- Act as the main liaison with international suppliers/exporters for order placement, product availability, and pricing matters.
- Monitor cost structures and prepare quotation and profitability analyses to support commercial decision-making.
- Follow up on new and ongoing business leads, providing updates and maintaining good relationships with existing clients.

- Collaborate with customers and suppliers to resolve issues and enhance operational efficiency through effective communication and negotiation.
- Maintain and update all related sales documentation and internal reporting in a timely and organized manner.
- Ensure proper tracking and follow-up on collections in accordance with credit terms and company policy.
- Facilitate clear communication and coordination with internal teams such as procurement, logistics, and finance.
- Support any other assignments as directed by the management team from time to time.

Requirements: -

- Bachelor's degree in Business Administration, Supply Chain Management, or any related field.
- At least 2 years of relevant experience in sales coordination, logistics, or customer support; preferably within the automotive or trading industry.
- Hands-on experience with operational processes in sales and marketing.
- Proficient in Microsoft Office (Excel, PowerPoint, Word).
- Strong communication skills in English; proficiency in other languages is a plus.
- Analytical mindset with strong attention to detail, especially in cost control and commercial analysis.
- Ability to work independently, manage pressure, and meet deadlines.
- A team player with strong interpersonal and negotiation skills.
- Willingness to travel domestically and internationally when needed.

#LI-JACMY

#countrymalaysia

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会社説明