



PR/159355 | Sales Coordinator (Senior / Assistant Manager)

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

1552470

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08月05日 14:00

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

Company and Job Overview

Our client is a manufacturer of remote controls and electrical components, and they are seeking a proactive and detail-oriented Senior Officer/Assistant Manager to support the sales team in achieving business goals. This role involves coordinating sales activities, managing customer relationships and ensuring smooth operations across departments. The ideal candidate will have experience in sales support within the electronics or manufacturing industry.

Job Responsibilities

- Assist sales staff in preparing quotations, proposals, and sales plans
- Maintain and update customer databases, sales records, and documentation
- Support customers with delivery adjustments, order management, inventory management and other related matters
- Coordination with the Malaysia factory and overseas production facilities
- Ensure compliance with internal regulations and company policies

Job Requirements

- Bachelor's Degree in Business Administration or a related field
- 3-5 years of experience in sales support or coordination, preferably in the electronics industry
- Able to coordinate and negotiate with internal and external stakeholders
- Proficient in Microsoft Office applications, including Excel and PowerPoint
- Good communication skills, attention to detail and problem-solving abilities

Interested applicants, feel free to click **APPLY NOW**
#LI-JACMY

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会社説明