



JAC Recruitment

マレーシアの求人なら  
JAC Recruitment Malaysia

## 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07月22日 10:22

### 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

**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