



PR/159370 | Sales Coordinator / Admin

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

1553349

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12日 01:00

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

A company specializing in electronics and semiconductor distribution is seeking a Sales Coordinator to assist the sales team with order processing, maintaining customer records and facilitating communication across departments. This role is based in Subang.

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