



PR/159423 | Sales Admin / 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

1554722

業種

電力・ガス・水道

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09日 09:01

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 the sales of semiconductors, semiconductor parts and materials, and electric and electronic components, is looking for a Sales Admin to support the sales team in administration tasks and order processing.

Job Description:

- Provide administrative and operational support for the sales teams.
- Prepare reports on a weekly & monthly basis to the sales and generate balance sheets for stock movement.
- Monitor and update of inventory levels for sales records in system and track shipments.
- Handle delivery orders and sales orders.
- Prepare and send invoices to customers accurately and timely.

- Assist in payment collection from customers based on credit terms.

Job Requirements:

- Minimum 2 to 3 years sales administration/coordination experience
- Proficient in English (Mandarin is an added advantage).
- Good at MS Excel.
- Responsible, punctual with a good attitude

#LI-JACMY

#stateKL

#countrymalaysia

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会社説明