



マレーシアの求人なら
JAC Recruitment Malaysia

PR/159436 | Senior 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

1554732

業種

化学・素材

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 10:34

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 OVERVIEW

A multinational chemical company specializing in the formulation, sales, and distribution of polyurethane chemicals is seeking a motivated and detail-oriented Senior Admin Coordinator to join their team in Subang Jaya. This role primarily involves providing comprehensive Administration support, ensuring the smooth day-to-day operations of the office, and handling additional responsibilities as assigned by management.

JOB RESPONSIBILITIES

- Reports directly to the Sales/Admin Manager.
- Processes customer orders and coordinates delivery instructions.
- Acts as a liaison between customers and the factory to manage delivery schedules.
- Prepares sales invoices, collection advice, and weekly sales reports.

- Oversees monthly stock counts and inventory adjustments.
- Records daily blending transactions in the accounting system.
- Handles matters related to export shipments.

Maintains awareness of quality policies, objectives, risks, and control measures.

JOB REQUIREMENTS

- Minimum qualification of a Diploma or Degree with at least 5 years of relevant work experience.
- Proficient in both English and Bahasa Malaysia; Mandarin proficiency is an added advantage.
- Computer literate and comfortable with digital tools.
- Capable of working independently and meeting tight deadlines.
- Strong communication and interpersonal skills.
- Must possess own transportation.

#LI-JACMY

#stateselangor

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会社説明