



JAC Recruitment

マレーシアの求人なら  
JAC Recruitment Malaysia

PR/159668 | 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

1561513

## 業種

その他（商社）

## 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10月14日 10:49

## 応募必要条件

## キャリアレベル

中途経験者レベル

## 英語レベル

無し

## 日本語レベル

無し

## 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 trading company located at Kuala Lumpur is looking for a Sales Coordinator/Admin to join their team.

## Job Responsibilities:

- Handle and process customer orders accurately and efficiently
- Coordinate the delivery process to ensure timely shipments
- Record, file, and maintain all processed orders and delivery documents
- Perform data entry and ensure proper filing of logistics paperwork
- Update monthly shipping schedules and sales data reports
- Liaise with customers and vendors to ensure smooth communication and operations
- Follow up on outstanding matters, provide support to the team, and perform other logistics-related tasks as required.

Requirements:

- At least 2 years of working experience in the related trading field.
- Strong attention to detail, with good communication and organizational skills.
- Computer literate, with proficiency in Microsoft Excel, Word, and PowerPoint.
- Prior experience working with export and import systems is an added advantage.

#LI-JACMY  
#stateKL  
#countrymalaysia

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会社説明