

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11月11日 11:02

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

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