



PR/159743 | Sales 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

1564260

業種

電気・電子・半導体

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18日 09:01

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 leading semiconductor company is hiring a Sales Coordinator to join their team in Petaling Jaya.

Job Responsibilities

- Order Processing
 - EDI or Manual input Firm and Pre order.
 - Verifying correct data entry in internal system.
- Delivery Control
 - Monitoring daily delivery conditions.
 - Negotiation with customers, regional sales team and head office.
 - Update actual information to avoid line-stop.

- Stock Control
 - Manage stock condition in Warehouse, VMI.
 - Report stock information to sales staff to avoid excess stock.
- Support
 - Feedback information to Customers' requirements as soon as possible.
 - Share all Customers' requirements with Sales staff.
 - Preparation of material: Daily request, Urgent forecast, Quotation, Custom Unlock, etc

Job Requirements

- At least 2 years of working experience as a Sales Admin/Coordinator.
- Possess at least a SPM.
- Proficient in English and Bahasa Malaysia.
- Strong attention to detail, with good communication and organizational skills.

#LI-JACMY
#stateKL
#countrymalaysia

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会社説明