



PR/159744 | Junior Customer Service Executive - Manufacturing

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

1564261

業種

その他（メーカー）

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04日 10:31

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

COMPANY OVERVIEW

A Multinational company based in Petaling Jaya is seeking for a Junior Customer Service executive to join our client dynamic team. This role offers a unique opportunity to work closely with international teams and play a key part in supporting customer service operations. The ideal candidate will be a proactive team player with a commercial mindset, eager to learn and thrive in a fast-paced, multicultural environment.

JOB RESPONSIBILITIES

- Manage and respond to customer inquiries, ensuring timely and effective support.
- Prepare quotations in collaboration with European offices and follow up on purchase orders and logistics coordination.
- Assist in sourcing spare parts, negotiating with suppliers, and preparing cost estimates when required.
- Build and maintain strong relationships with customers and suppliers to ensure smooth communication and service delivery.

- Collaborate closely with the engineering team to enhance overall team performance and project outcomes.
- Provide support to senior team members on various ad-hoc tasks and administrative matters.

JOB REQUIREMENTS

- Minimum Diploma qualification.
- Prior experience in customer service or sales support roles with a commercial mindset.
- Proficient in Microsoft Office and computer literate.
- Positive, can-do attitude with a willingness to learn and grow.
- Strong team player with excellent interpersonal and communication skills.
- Fluent in written and spoken English; proficiency in additional Asian languages is an advantage.
- Ability to multitask, prioritize effectively, and remain customer-focused in a fast-paced environment.

#LI-JACMY

#StateSelangor

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会社説明