



## PR/159847 | 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

1566507

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

2026年01月20日 04:00

## 応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

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 Review

A trading and servicing basic & high-purity chemicals, and semiconductor equipment is seeking a Sales Coordinator to join our dynamic team. This role is critical in supporting our sales operations, ensuring smooth order processing, and maintaining strong communication with customers and internal teams.

## Job Responsibilities:

- Accurately handle and process customer orders in a timely manner.
- Coordinate delivery schedules to ensure prompt and efficient shipments.
- Maintain proper records and filing of all processed orders and delivery documentation.
- Perform data entry and organize logistics paperwork for easy retrieval.
- Update monthly shipping schedules and prepare sales data reports.
- Communicate effectively with customers and vendors to ensure smooth operations.
- Follow up on outstanding issues, provide team support, and carry out other logistics-related tasks as needed.

**Job Requirements:**

- Minimum of 2 years' experience in a related trading or logistics field.
- Strong attention to detail with excellent communication and organizational skills.
- Proficient in Microsoft Excel, Word, and PowerPoint.
- Familiarity with export and import systems is an added advantage.

**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