



## PR/159941 | Sales Coordinator / Admin (Hybrid)

### 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

1569649

#### 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

2026年05月12日 10:01

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 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 MNC in the Trading Industry is looking for a Sales Coordinator for their Mineral & Metal division to support local and export operations and coordinate shipping activities.

#### Main Responsibilities:

- Coordinate both export and domestic business operations.
- Manage comprehensive back-office support functions to ensure smooth workflows.
- Prepare and maintain all required shipping documentation with accuracy.
- Coordinate and arrange logistics and shipment activities efficiently.

#### Key Requirements:

- Possess at least a Degree.
- 3 -5 years of working experience in trading companies or experience in export/import.
- Skilled in Microsoft Excel and PowerPoint.
- Proficient in spoken and written English and Bahasa Malaysia.
- Able to multitask, work independently and work under pressure.
- Has good interpersonal and communication skills.

#LI-JACMY

#stateKL

#countrymalaysia

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会社説明