



PR/160038 | Order Processing Specialist

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

1572802

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02月17日 09:01

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

Our client is a Swiss-based global leader in equipment and system solutions company located in Bayan Lepas, Penang. They are looking for Order Processing Specialist that will manage the end-to-end lifecycle of customer orders, ensuring accuracy from initial entry to final shipment

Job Responsibilities

- Perform sales coordination works such as sales order processing, customers' purchase order and necessary documents.
- Responsible to prepare quotation to customer in a timely manner and acknowledgement of order from sales, PO received from the customers & Inter company.
- Periodically monitor and provide updates to customer on status of deliveries on outstanding orders.
- Ensure parts availability and that parts are being processed immediately to customer site.

- Handle and timely process customer orders and enquiry (Import / Export / Trucking)
- Monitor the status of orders and liaise with the respective parties to ensure that delivery meets target.
- Proper keeping of the full set of necessary shipping documents and to comply with the company's processes, and regulatory restrictions.

Job Requirement

- Bachelor's degree in business administration, Supply Chain, or a related field.
- At least 2–3 years of experience in order management, sales coordination, or logistics within a manufacturing environment.
- Proficiency in SAP (SD/MM modules) or similar ERP software is highly preferred

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