



PR/160056 | 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

1574849

業種

その他（商社）

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10日 07:00

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

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

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 global leader in specialized lighting solutions, operating across three core business segments: electronics, visual imaging, and life sciences.

Job Responsibilities:

Provide sales administration support for all import and export operational activities.

Manage export shipments from overseas factories to markets including Singapore, Thailand, Malaysia, the Philippines, Japan, and Oceania.

Prepare and process essential shipping and sales documentation such as Purchase Orders (PO), Delivery Orders (DO), invoices, and Packing Lists (PL).

Coordinate customs clearance procedures and liaise with freight forwarders, shipping agents, and relevant regulatory authorities.

Monitor shipment schedules, track delivery status, and ensure timely communication with internal and external stakeholders. Support continuous improvement initiatives to streamline logistics workflows and enhance operational efficiency.

Key Requirements:

Education: Minimum Diploma qualification in Logistics, Business Administration, Supply Chain, or a related field.

Language Proficiency: Business-level proficiency in English, Mandarin, and Bahasa Malaysia to liaise with regional partners.

Experience: Strong logistics background with solid understanding of Incoterms and international shipping practices.

ERP Systems: Hands-on experience with ERP systems or strong familiarity with their use in logistics or sales operations.

Computer Skills: Proficient in Microsoft Office applications, especially Excel, Word, and Outlook.

Soft Skills & Attributes: Excellent communication and interpersonal skills; self-motivated with a proactive and positive working attitude.

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