



PR/160211 | Sales coordinator / operation - Global Japanese group

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

1580489

業種

物流・倉庫

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03月17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

Job Responsibilities:

- Receive and process customer orders accurately and in a timely manner.
- Prepare and issue purchase orders to suppliers.
- Coordinate shipment arrangements, primarily via sea freight, including booking and scheduling.
- Communicate with freight forwarders on shipment status, documentation, and delivery timelines.
- Handle customs-related matters, particularly SST requirements, ensuring compliance with relevant regulations.
- Monitor and manage delivery schedules to meet customer expectations.
- Maintain and update order, shipment, and logistics records in the system.
- Provide administrative and coordination support to the sales team as needed.

Job Requirements:

- Diploma or Degree in Business, Logistics, Supply Chain, or related fields.
- 1–2 years of relevant experience is an advantage; fresh graduates with strong motivation will also be considered.
- Basic understanding of shipping processes and customs documentation is a plus.

- Strong communication and coordination skills.
- Detail-oriented, organized, and able to multitask in a

fast-paced environment.

#LI-JACMY

#statekl

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会社説明