



PR/160221 | Sales Coordinator - Japanese based trading company

#### 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

1581814

##### 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04月07日 11:01

#### 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

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:

- Handle customer inquiries via phone and email.
- Prepare quotations, invoices, and sales documents.
- Process purchase orders and update order status.
- Coordinate with logistics/warehouse for delivery arrangements.
- Maintain customer records and sales reports.
- Support the sales team with administrative tasks.

##### Job Requirements:

- Minimum SPM/Diploma in any related field.
- Min 2 years of experience in sales support or administrative work (preferred).
- Good communication and customer service skills.
- Proficient in Microsoft Office (Excel, Word).
- Organized, responsible, and able to multitask.

#LI-JACMY

**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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

---

会社説明