



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06月02日 10:00

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

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会社説明