



PR/160373 | Sales Admin - Electronic 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

1585937

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21日 06:00

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

基礎会話レベル

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

Job Description:

- Coordinate with suppliers and customers to ensure smooth and timely order processing.
- Maintain accurate and up-to-date customer records, order details, and sales databases.
- Arrange and track stock deliveries with warehouses and transportation providers.
- Liaise with internal departments, including Logistics, Finance, and Operations, to support order fulfillment.
- Handle customs clearance documentation and procedures.
- Conduct regular stock checks and ensure inventory records are properly updated.
- Communicate primarily via email, and by phone for urgent matters.

Job Requirements:

- Minimum of 2 years' relevant working experience, preferably in trading or administrative roles.
- Proficient in Microsoft Office, especially Excel, Word, and PowerPoint.
- Familiarity with the ISOP system will be a plus (other system experience will also be considered).
- Strong coordination, organizational, and record-keeping skills.

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