



## PR/160408 | Sales Coordinator - 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

1586506

#### 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05月26日 08:00

### 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

An international trading company is looking for a Sales Coordinator to join their team in Subang Jaya.

#### Job Description:

- Provide administrative support to Sales Team.
- Source for Local Vendors/Suppliers.
- Create quotations to Customers thru UBS Billing System or in Excel format.
- Calculate estimated gross margin(profit) thru formula template.
- Generate sales invoice/delivery order to customers and purchase order to vendor/suppliers.
- Liaise with local forwarders on goods delivery to customers / shipment arrangement from overseas including preparation and compilation of logistics documentation

- Ad-Hoc tasks assigned by Management.

Other Requirements:

- 1- 2 years in the relevant field (Fresh graduates are welcomed).
- Independent, self-discipline, co-operative as team and positive mindset
- Proficient in English, Bahasa Malaysia and Mandarin (to liaise with Mandarin speaking customers and suppliers).
- Skilled in Microsoft (Excel/Words) and Microsoft Office 365.

**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