



PR/160423 | Sales Admin - Expanding 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

1586516

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06月09日 11:00

応募必要条件

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:

- Coordinate and follow up on delivery status between suppliers and customers
- Prepare and manage documentation, including invoices, delivery orders (DO), purchase orders, and reports
- Respond promptly and professionally to email and telephone enquiries
- Handle incoming and outgoing calls efficiently
- Prior experience in the trading industry is preferred; knowledge of import and export processes is an advantage.

Job Requirements:

- Fresh graduates are welcome to apply.
- Interest to work in Japanese culture.

#LI-JACMY

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会社説明