



PR/160676 | Sales Admin ( Top leading chemical industry)

#### 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

1599368

#### 業種

化学・素材

#### 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07月10日 23:00

#### 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 Description:

- Report directly to the Sales Manager / General Manager.
- Process customer orders and coordinate delivery arrangements accordingly.
- Liaise with customers and the production team to ensure smooth delivery scheduling.
- Prepare sales-related documents, including invoices, collection advice, and weekly sales reports.
- Manage monthly stock take and perform inventory adjustments.
- Record daily blending transactions accurately in the accounting system.
- Handle export shipment documentation and coordination.

- Ensure compliance with Quality Policies, objectives, risk management, and control measures.

**Job Requirements:**

- Minimum Diploma / Degree
- At least 3 years of working experience.
- Computer literate.
- Able to work with minimum supervision and to meet tight deadlines.
- Good communication and interpersonal skills.

#LI-JACMY

#stateselangor

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会社説明