



PR/160733 | Sales Coordinator - Leading 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

1599412

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09月04日 17:00

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

A leading MNC in the Trading Industry is looking for a Sales Coordinator for their Mineral & Metal division to support local and export operations and coordinate shipping activities.

Job Responsibilities:

- Coordinate both export and domestic business operations.
- Manage comprehensive back-office support functions to ensure smooth workflows.
- Prepare and maintain all required shipping documentation with accuracy.
- Coordinate and arrange logistics and shipment activities efficiently.

Job Requirements:

- Possess at least a Degree.
- 3 -5 years of working experience in trading companies or experience in export/import.
- Skilled in Microsoft Excel and PowerPoint.
- Proficient in spoken and written English and Bahasa Malaysia.
- Able to multitask, work independently and work under pressure.
- Has good interpersonal and communication skills.

#LI-JACMY

#stateKL

#countrymalaysia

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会社説明