



PR/160940 | JAPANESE SPEAKING ADMIN EXECUTIVE (Equipment Trading)

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

1607706

業種

その他（メーカー）

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08月18日 10:32

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

流暢

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

Company Overview

Our client is an established equipment company with office in Johor Bahru.

Key Responsibilities

- Coordinate domestic shipments within Malaysia and ensure timely delivery.
- Coordinate international shipments between Malaysia, Japan, and other overseas destinations.
- Prepare and process shipping-related documentation accurately and promptly.

- Issue invoices and support order fulfillment processes.
- Manage post-sales administrative activities for both local and international customers.
- Participate in daily online meetings with overseas managers.
- Support general office administration and operational activities.
- Undertake occasional business trips when required.

Job Requirements

- Diploma or Bachelor's Degree in Logistics, Supply Chain Management, Business Administration, or a related field.
- Minimum 1-3 years of relevant working experience in administration, logistics, supply chain, or customer support.
- Able to work independently and effectively report to overseas management teams.
- Japanese language proficiency is required to communicate with Japanese counterparts and overseas management.
- Positive attitude, willingness to learn, and ability to handle a wide range of responsibilities in a small office environment.
- Proficient in Microsoft Excel, Word, and Outlook.

#LI-JACMY

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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

会社説明