



PR/161036 | Sales Coordinator

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

1611299

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09月08日 10:29

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

COMPANY OVERVIEW

One of largest general trading (steel products) and investment company is seeking a **Site Coordinator** to join the team. This role involves responsible to coordinate sales operations by managing customer inquiries, sales documentation, order processing, reporting, and cross-functional communication to ensure smooth business development activities and customer satisfaction.

JOB RESPONSIBILITIES

- Manage sales orders, documentation, and customer records.
- Coordinate with customers, suppliers, logistics providers, and internal teams to ensure smooth order fulfillment.
- Handle customer inquiries, correspondence, and issue resolution.
- Monitor sales activities, track order progress, and support payment collection.

- Prepare sales reports, maintain data records, and provide business insights.

JOB REQUIREMENTS

- Degree holder with good communication skills.
- Experience in sales support, customer service, or import/export coordination is an advantage.
- Proficient in Microsoft Excel and Microsoft Office.
- Organized, detail oriented, and able to multitask in a fast paced environment.

#LI-JACMY

#countrymalaysia

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会社説明