



PR/161072 | Senior Order Management Executive (power tools)

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

1612712

業種

プラント

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29日 10:00

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

COMPANY OVERVIEW

One of the world's leading manufacturers of power tools, outdoor power equipment, and industrial tools. is seeking a **Senior Order Management Executive** to join the team. This role involves responsible for handling customer inquiries, processing orders, coordinating deliveries, resolving complaints, and ensuring excellent customer service while supporting sales operations.

JOB RESPONSIBILITIES

- Handle customer inquiries and requests via phone, email, chat, and walk-in channels.
- Process customer orders, invoices, delivery orders, and related documentation accurately.
- Manage customer complaints, investigate issues, and ensure timely resolution.
- Coordinate with internal departments and branches to ensure stock availability and delivery fulfillment.

- Prepare reports, maintain customer records, and support promotional pricing updates in CRM System.

JOB REQUIREMENTS

- Diploma or higher qualification.
- Proficient in Microsoft Excel and Word; ERP system experience is an advantage.
- Strong attention to detail and accuracy in handling tasks.
- Good communication and interpersonal skills with a customer-focused attitude.
- Able to communicate in English and Bahasa Malaysia; Mandarin/Chinese is an added advantage.

#LI-JACMY

#countrymalaysia

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会社説明