


# PR/161139 | Sales & Order Coordinator (Food & Beverages) - Klang

## 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**
1614551

**業種**
小売

**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11月10日 07:00

## 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**
ビジネス会話レベル

**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

A sustainability-driven beverage company specializing in premium fruit juice products, is seeking a **Sales & Order Coordinator** to support daily sales operations, coordinate customer orders, manage order fulfillment processes, and ensure seamless communication between customers, internal teams, and business partners. This role plays a key part in delivering excellent customer service while supporting the company's growth within the food and beverage industry

JOB RESPONSIBILITIES

Order Processing and Sales Coordination

- Receive and process orders from retail customers.
- Review order details, quantities, delivery dates, and other customer requirements to ensure accuracy.
- Follow up with customers when order information or documentation is incomplete.

- Prepare and print order documents, delivery instructions, and other relevant paperwork for the warehouse and logistics team.
- Coordinate closely with the warehouse and logistics team to ensure orders are prepared and delivered on time.
- Monitor order progress and provide timely updates to customers and internal stakeholders.
- Follow up on order changes, delivery issues, stock availability, or other operational matters.
- Assist in resolving order discrepancies, shortages, or delivery-related concerns.
- Maintain accurate and organized records of orders, delivery documents, and customer correspondence.
- Provide general administrative and coordination support to the sales team when required.

Merchandising Support

- Support the sales team with in-store merchandising activities when there are no urgent order-processing tasks.
- Visit assigned retail outlets to check product displays, stock availability, product pricing, and promotional materials.
- Ensure products are properly arranged and displayed according to company requirements.
- Check that product labels, pricing information, and promotional materials are accurate and visible.
- Take photos of product displays and submit updates or reports to the sales team.
- Identify and report issues such as low stock levels, incorrect pricing, missing promotional materials, or poor product placement.
- Follow up with the relevant internal teams on issues identified during outlet visits.

JOB REQUIREMENTS

- Minimum SPM, Diploma, or equivalent qualification.
- 1-2 years of experience in sales coordination, order processing, sales administration, FMCG, retail, logistics coordination, or a related role is preferred.
- Fresh graduates with good communication and coordination skills may also be considered.
- Good communication and customer service skills.
- Strong follow-up skills and attention to detail.
- Organized and able to manage multiple orders, deadlines, and tasks.
- Able to work independently and collaborate effectively with sales, warehouse, and logistics teams.
- Basic proficiency in Microsoft Excel, Microsoft Word, and email communication.
- Comfortable handling documentation and maintaining accurate records.
- Willing to travel to retail outlets when required.
- Possession of own transport will be an added advantage.

#LI-JACMY

#countrymalaysia

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会社説明