

PR/161155 | SALES SUPPORT EXECUTIVE (Food Products 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
1614563

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
流暢レベル

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

Responsibilities:

• Manage end-to-end operations, logistics, and sales support activities.
• Perform data entry and maintenance of costing sheets in SAP for vendors and customers.
• Generate and process customer invoices for existing and new orders.
• Prepare, review, and verify sales contracts and related documentation.
• Process sales orders, purchase orders, and credit notes while ensuring timely order fulfillment.
• Coordinate and monitor local and international deliveries, ensuring smooth shipment execution.
• Track inbound and outbound shipments and generate logistics reports when required.
• Manage inventory levels at third-party warehouses and coordinate deliveries to customers.
• Handle customer inquiries via phone calls and emails regarding orders and deliveries.
• Build and maintain strong relationships with existing and potential customers.
• Address customer feedback and complaints professionally, ensuring satisfactory resolutions.
• Collaborate with internal teams to deliver excellent customer service and operational efficiency.
• Support ad hoc operational and administrative tasks as assigned.

Requirements:

• Bachelor's Degree in Business Administration, Marketing, Food Science & Technology, or a related field.
• Minimum 1 to 3 years of relevant experience in operations, logistics, sales support, or a similar role.
• Experience in shipping coordination and scheduling of local and international shipments is preferred.
• Knowledge of Letters of Credit (LC) and Incoterms will be an added advantage.
• Proficiency in SAP and Microsoft Office applications, especially Excel, Word, and PowerPoint.
• Good communication skills in English, Mandarin, and Bahasa Malaysia.
• Strong organizational skills with the ability to manage multiple tasks in a fast-paced environment.
• Customer-focused with excellent problem-solving and relationship management abilities.
• Knowledge of the food technology industry would be an added advantage.
• Able to work independently as well as collaboratively within a team environment.

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.

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会社説明