



PR/161176 | Sales Admin

#### 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

1616136

##### 業種

化学・素材

##### 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10月06日 10:35

#### 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 chemical manufacturing company that produces a wide range of products, including petrochemicals, plastics, specialty chemicals, healthcare materials, and advanced functional materials for industries worldwide. is seeking a **Sales Admin** to join the team. This role involves to manage customer orders, coordinate deliveries and export shipments, prepare sales documents, maintain inventory records, and provide administrative support to ensure smooth sales operations.

#### JOB RESPONSIBILITIES

- Process customer orders and arrange deliveries accurately.
- Coordinate with customers, factory, and logistics providers on order status and shipment schedules.
- Prepare sales invoices, reports, and related documents.
- Maintain inventory records and assist with stock take activities.

- Manage export shipment documentation and provide administrative support to the sales team.

#### JOB REQUIREMENTS

- Degree or equivalent qualification.
- At least 3 years of experience in sales administration, customer service, or order processing.
- Experience in export documentation and logistics is an advantage.
- Strong attention to detail with basic Microsoft Excel skills.
- Chemical industry experience preferred, with good communication and coordination skills.

#LI-JACMY

#countrymalaysia

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会社説明