

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20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 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