

PR/161249 | Sales Executive (Japanese speaker)

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
1618555

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03日 09:00

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
日常会話レベル

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

Customer Relationship Management

- Maintain daily communication with customers and suppliers to ensure smooth coordination and timely information sharing.
- Build and maintain strong relationships with existing customers while identifying opportunities to expand business.
- Conduct regular customer visits to understand production plans, demand forecasts, and operational requirements.

Sales & Supply Chain Coordination

- Work closely with customers, suppliers, and internal stakeholders to ensure timely fulfillment of customer requirements.
- Coordinate with suppliers regarding product availability, lead times, delivery schedules, and supply-related issues.
- Monitor customer production schedules and proactively support their procurement needs.

RFQ & Quotation Management

- Receive and manage customer Requests for Quotation (RFQs).
- Liaise with suppliers to obtain pricing, lead times, and technical information.
- Prepare and submit quotations to customers and follow up on commercial discussions.
- Negotiate and coordinate pricing to ensure competitiveness while maintaining profitability.

Issue Resolution & Escalation
- Identify, monitor, and escalate critical issues to management and relevant stakeholders for timely resolution.
- Coordinate with customers, suppliers, Customer Service, and internal departments to resolve operational challenges effectively.
- Follow up on delivery delays, supply shortages, and commercial issues.

Reporting & Administration
- Prepare and present weekly sales reports during sales meetings.
- Maintain accurate customer and sales information within the Data Management System.
- Ensure monthly updates are completed accurately and on time.
- Coordinate daily operational matters with the Customer Service team to ensure smooth order processing and delivery.

Collection & Payment Follow-Up
- Monitor customers' payment status and outstanding balances.
- Liaise with customers regarding payment schedules and settlement status.
- Work closely with the Finance team and escalate any delayed payments when necessary.

Requirements
- Fresh graduates are encouraged to apply.
- Good communication and interpersonal skills.
- Experience in sales
- Ability to work effectively with customers, suppliers, and internal stakeholders.
- Proficiency in English, Mandarin, and Japanese for business communication.
- Possess a valid driving license and own transportation for customer visits.

#LI-JACMY

#Countrymalaysia

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.

Privacy Policy Link: https://www.jac-recruitment.my/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.my/terms-of-use

---

会社説明