

PR/161381 | SALES COORDINATOR (Established Manufacturing Industry)

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
1623360

業種
その他（メーカー）

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17日 10:17

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

Company Overview

The company specializes in precision metal processing and manufacturing solutions, supporting customers through high-quality production, logistics coordination, and export operations. As part of a Japanese business environment, the company emphasizes quality, accuracy, teamwork, and efficient communication with its headquarters in Japan.

Job Description

- Monitor production progress through the company's internal system and provide status updates to the Sales team.
- Issue shipment vouchers and coordinate related documentation with the Head Office in Japan.
- Communicate regularly with the Japan headquarters via email regarding orders, shipment matters, and operational updates.

- Prepare shipping documents and coordinate with the Shipping department to ensure timely delivery to customers.
- Work closely with Production, Logistics, Finance, and Sales teams to support smooth order fulfilment and delivery activities.
- Assist in coordinating customer orders, shipment schedules, and internal operational processes.

Job Requirements

- Diploma or equivalent qualification in Business, Administration, Logistics, Supply Chain, Sales, or a related field.
- Fresh graduates or candidates with 1-2 years of experience in Sales Administration, Customer Service, Order Processing, Logistics, or related functions are encouraged to apply.
  Strong communication and interpersonal skills.
- Able to communicate professionally via email, including with overseas stakeholders.
- Self-motivated, proactive, and capable of solving problems independently.
- Able to multitask and coordinate effectively across different departments.
- Responsible, organized, and detail-oriented.

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