



PR/157940 | Export Sales Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1505196

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:33

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Overview:

Our client is a leading company specializing in manufacturing, international trading, domestic wholesaling, and distribution within the global automotive industry. They are seeking a motivated individual to play a key role in driving sales and maintaining strong customer relationships. The role will also involve handling regulatory compliance for export and local sales records, collaborating with freight forwarders and shipping agents, and performing other duties as needed. Fresh graduates are encouraged to apply.

Location to work: North Port Klang, Selangor

Job Responsibilities:

- Prospect for new customers and generate new business opportunities.
- Execute marketing plans and schedules to achieve sales targets.
- Provide periodic reports to the Managing Director on sales performance and collections.
- Service, follow up, and maintain positive relationships with customers.
- Gather market feedback and assess customer satisfaction when needed.
- Follow up on customer payments.
- Respond to customer inquiries and complaints, ensuring their requests are addressed promptly.

- Prepare export and local sales records in compliance with regulatory requirements and obtain necessary approvals.
- Collaborate closely with freight forwarders and shipping agents to secure preferred quotes and manage shipments.
- Maintain accurate records.
- Perform other duties as assigned by management as needed.

Job Requirements:

- Diploma or Bachelor Degree in Business Administration, Management, Business Studies, or a related field.
- Fresh graduates are encouraged to apply.
- Strong communication and interpersonal skills.
- Proven ability to meet sales targets and deadlines.
- Familiarity with international trade regulations and documentation.
- Willingness to travel internationally if required.
- Ability to adapt to a fast-paced and dynamic work environment.
- Ability to work closely with the Managing Director to ensure marketing success and address client inquiries and complaints

Company Description