



PR/158044 | Associate, Sales Administration

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1505357

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:36

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

-Oversee daily operations of the KL and Penang sales offices, ensuring adherence to company policies, rules, and regulations, while optimizing operational costs and expenses

-Manage the general facilities of the Penang sales office and oversee its utility billings.

-Ensure timely and orderly submission of Capital Appropriation Requests and renewal of asset leasing contracts

-Assist in preparation of shipping documents/ courier

-Provide admin support; sales reports, hotel booking and business travel arrangement

-Offer customer support by managing correspondence and preparing necessary documents

-Prepare sales related documentation, quotation, purchase order, warranty claim, payment terms changes, and other documents

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Company Description