



PR/157868 | Sales Coordinator / Admin

## Job Information

### Recruiter

JAC Recruitment Malaysia

### Job ID

1512275

### Industry

Chemical, Raw Materials

### Job Type

Permanent Full-time

### Location

Malaysia

### Salary

Negotiable, based on experience

### Refreshed

April 2nd, 2025 15:00

## 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

A renowned distributor in the electronic and electrical industry is looking for a Sales Coordinator to be part of their team.

### JOB RESPONSIBILITIES

- Key in SO, issue PO by verifying price list in share folder input by sales staff
- Logistic co-ordination after cargo ship out from suppliers until customers, inclusive of vessel/flight booking/truck, work up counter measure if schedule delay from suppliers/forwarders
- Prepare & submit internal forms - stock transfer, SAP registration form - new parts, vendors, customers, forwarders
- Prepare DN, CN for cost down, proceed RTV after obtaining details from sales staff
- Support sales staff require data - GRN, AR, SO, PO extract from SAP

### JOB REQUIREMENTS

- Diploma/ Degree in Business Admin or any related
- Preferably 2 years of related working experience in trading companies
- Experience or knowledge in SAP system, excel, logistic arrangement
- Good interpersonal skills and able to work as a team
- Aggressive and self-motivated personality and able work independently

- FRESH GRADUATES ARE WELCOMED TO APPLY

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Company Description