



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

January 8th, 2025 16:00

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

Company Description