



## PR/156588 | Sales Operations Assistant SEA

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1516103

**Industry**

Healthcare, Nursing

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

March 4th, 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

**General Responsibilities**

- Processing sales and service orders, service contracts, and field reports in a timely manner and in accordance with regulatory and internal guidelines.
- Review all orders regularly and initiate necessary follow-up.
- Maintain up-to-date order documentation/filing.
- Co-ordinate shipments, shortage of parts/back orders, and installations with internal departments and customers.
- Support Sales and Service colleagues in their projects and daily work.
- Work with Finance and Accounting regarding proper handling of Customer Accounts.
- Perform an on-going follow-up with customers on open/due invoices.
- Co-ordinate and administrate tender projects and documents.
- Plan, organize, and co-ordinate workshops, road shows, user meetings, and regional trainings, including budget process as well as an onsite co-ordination and support.
- Work with Sales and Support on monitoring and up-dating Salesforce.com, co-ordinate and produce sales-driven customer mailings, lead follow up etc.
- Office Management and administrative support.
- Any other duties assigned to you.

**Requirements**

- Min. 2 years of Sales Operations Assistant's experiences.

- Broad knowledge and experience in administrative work.
  - Able to communicate and coordinate with team members across a dynamic, multi-cultural environment.
  - Able to work independently with limited supervision and multi-task.
  - Excellent time-management and follow-up skills required.
  - Fluent in English (spoken and written), and ability to communicate in Malay language is mandatory.
  - Knowledge of SAP / SFDC is a plus.
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## Company Description