



## PR/158574 | Logistic Executive / Sales Coordinator

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1521579

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

March 25th, 2025 02:00

### 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 leading MNC in the Manufacturing Industry is looking for a Logistic Executive to process orders, manage delivery to customers, as well as handle documentations and reports.

**Main Responsibilities:**

- Process sales and invoices so that customer orders are dispatched, invoiced, and paid accurately and on time.
- Draft sales documentation, proposals, reports, and correspondence such as sales contracts and maintenance agreements.
- Make standard calculations to accurately compile and report statistics.
- Answer internal and customer enquiries on product availability, prices, delivery times, and the status of orders so that enquiries are dealt with promptly and accurately.

- Communicate with staff from other areas in the organisation, such as production, warehouse, transport, or distribution, to confirm the status of orders and resolve customer complaints.
- Use databases or other computerised systems to maintain up-to-date customer records; to track the status of orders and deliveries and to generate sales reports and statistics.
- Perform any other related ad-hoc tasks as assigned by management from time to time.

**Key Requirements:**

- Min 2 years of experience in logistics, sales order management, sales coordination/admin or similar.
- Proficient in Microsoft Excel for data compilation and reporting.
- Experience in order receipt and shipping operations is a plus.
- High attention to detail: Able to process data and orders without error.
- Good communication, problem-solving and multitasking skills.

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Company Description