



## PR/158739 | Sales Coordinator / Assistant Manager

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1527087

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

April 15th, 2025 08:00

### 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 is looking for a Sales Coordinator/Assistant Manager to handle local, export and import matters, including dealing with suppliers, customers, and forwarders.

**Main Responsibilities:**

- Carry out areas of responsibility for business processing.
- Foster and maintain good communication and relationship with suppliers, customers, stakeholders and forwarders while processing good negotiation skills.
- Maintain an existing pool of business including stock operation and establish chemical or industrial products trading business on domestic, export, import and offshore.

- Comply with Internal Regulations and Company Policies, and to observe submission of reports on a timely basis.
- Handle credit line matters.

**Key Requirements:**

- Candidates must possess at least a Degree.
- Minimum 5 years of working experience.
- Experience in export/offshore/import in industrial products, Mineral & Metal Resources, or Iron & Steel industries with trading knowledge is preferable.
- Proficient in Microsoft Office applications, including Excel and PowerPoint.
- Able to cooperate and negotiate with suppliers, customers, and forwarders.
- Have good interpersonal and communication skills.

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Company Description