



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

March 18th, 2025 10:57

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