



## PR/158250 | Sales &amp; Marketing Executive

## 募集職種

## 人材紹介会社

ジェイエイシーリクルートメント マレーシア

## 求人ID

1505497

## 業種

銀行・信託銀行・信用金庫

## 雇用形態

正社員

## 勤務地

マレーシア

## 給与

経験考慮の上、応相談

## 更新日

2024年11月19日 11:38

## 応募必要条件

## 職務経験

3年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

ビジネス会話レベル

## 最終学歴

短大卒：準学士号

## 現在のビザ

日本での就労許可は必要ありません

## 募集要項

**COMPANY & JOB OVERVIEW:**

This company specializes in leasing, installment sales, and factoring services for information and communication technology equipment. It provides business loans and outsourcing services, along with sales of used equipment

**JOB RESPONSIBILITIES:**

- Responsible for the operational and administrative tasks of the sales and marketing division, including issuing monthly invoices to customers, managing maturing contracts, and handling customer queries related to audit confirmations and payments.
- Involve contract management, monitoring overdue payments, arranging cheque collections and deposits, and other assigned operational and administrative tasks.
- Cooperation with all relevant departments, including the Subsidiary Sales Department at the Tokyo Headquarters and other overseas offices.
- Adherence to internal rules, procedures, and compliance with risk management, information security, KYC, AML, and other regulations is essential.
- Supports the Head of Sales, Managing Director, and other management members in achieving the company's objectives and undertakes any additional assignments as instructed

**JOB REQUIREMENTS:**

- Diploma or Degree in Business Administration, Sales and Marketing, or a related field.
- At least 2 years of sales experience in the leasing industry, particularly in ICT, office equipment, or industrial equipment.
- Preferably, experience working in Japanese companies.
- Excellent computer skills, with high proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Exceptional time management, interpersonal, and communication skills, both verbal and written
- Ability to stay calm, think clearly under pressure, and effectively handle or diffuse tense situations

#LI-JACMY  
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会社説明