



PR/157868 | Sales Coordinator / Admin

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

1512275

業種

化学・素材

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

2025年04月02日 15:00

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

A renowned distributor in the electronic and electrical industry is looking for a Sales Coordinator to be part of their team.

JOB RESPONSIBILITIES

- Key in SO, issue PO by verifying price list in share folder input by sales staff
- Logistic co-ordination after cargo ship out from suppliers until customers, inclusive of vessel/flight booking/truck, work up counter measure if schedule delay from suppliers/forwarders
- Prepare & submit internal forms - stock transfer, SAP registration form - new parts, vendors, customers, forwarders
- Prepare DN, CN for cost down, proceed RTV after obtaining details from sales staff
- Support sales staff require data - GRN, AR, SO, PO extract from SAP

JOB REQUIREMENTS

- Diploma/ Degree in Business Admin or any related
- Preferably 2 years of related working experience in trading companies
- Experience or knowledge in SAP system, excel, logistic arrangement
- Good interpersonal skills and able to work as a team
- Aggressive and self-motivated personality and able work independently

- FRESH GRADUATES ARE WELCOMED TO APPLY

会社説明