



JAC Recruitment

We are recruitment specialists around the globe

Malaysia



## PR/156588 | Sales Operations Assistant SEA

## 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

1516103

## 業種

福祉・介護

## 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15日 01:00

## 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

**General Responsibilities**

- Processing sales and service orders, service contracts, and field reports in a timely manner and in accordance with regulatory and internal guidelines.
- Review all orders regularly and initiate necessary follow-up.
- Maintain up-to-date order documentation/filing.
- Co-ordinate shipments, shortage of parts/back orders, and installations with internal departments and customers.
- Support Sales and Service colleagues in their projects and daily work.
- Work with Finance and Accounting regarding proper handling of Customer Accounts.
- Perform an on-going follow-up with customers on open/due invoices.
- Co-ordinate and administrate tender projects and documents.
- Plan, organize, and co-ordinate workshops, road shows, user meetings, and regional trainings, including budget process as well as an onsite co-ordination and support.
- Work with Sales and Support on monitoring and up-dating Salesforce.com, co-ordinate and produce sales-driven customer mailings, lead follow up etc.
- Office Management and administrative support.
- Any other duties assigned to you.

**Requirements**

- Min. 2 years of Sales Operations Assistant's experiences.

- Broad knowledge and experience in administrative work.
- Able to communicate and coordinate with team members across a dynamic, multi-cultural environment.
- Able to work independently with limited supervision and multi-task.
- Excellent time-management and follow-up skills required.
- Fluent in English (spoken and written), and ability to communicate in Malay language is mandatory.
- Knowledge of SAP / SFDC is a plus.

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会社説明