



## 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01月21日 10:19

### 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