



PR/158574 | Logistic Executive / Sales Coordinator

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

1521579

業種

その他（商社）

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03月25日 02:00

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 leading MNC in the Manufacturing Industry is looking for a Logistic Executive to process orders, manage delivery to customers, as well as handle documentations and reports.

Main Responsibilities:

- Process sales and invoices so that customer orders are dispatched, invoiced, and paid accurately and on time.
- Draft sales documentation, proposals, reports, and correspondence such as sales contracts and maintenance agreements.
- Make standard calculations to accurately compile and report statistics.
- Answer internal and customer enquiries on product availability, prices, delivery times, and the status of orders so that enquiries are dealt with promptly and accurately.

- Communicate with staff from other areas in the organisation, such as production, warehouse, transport, or distribution, to confirm the status of orders and resolve customer complaints.
- Use databases or other computerised systems to maintain up-to-date customer records; to track the status of orders and deliveries and to generate sales reports and statistics.
- Perform any other related ad-hoc tasks as assigned by management from time to time.

Key Requirements:

- Min 2 years of experience in logistics, sales order management, sales coordination/admin or similar.
- Proficient in Microsoft Excel for data compilation and reporting.
- Experience in order receipt and shipping operations is a plus.
- High attention to detail: Able to process data and orders without error.
- Good communication, problem-solving and multitasking skills.

会社説明