



## PR/158739 | Sales Coordinator / Assistant Manager

### 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

1527087

#### 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03月18日 10:57

### 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 is looking for a Sales Coordinator/Assistant Manager to handle local, export and import matters, including dealing with suppliers, customers, and forwarders.

#### Main Responsibilities:

- Carry out areas of responsibility for business processing.
- Foster and maintain good communication and relationship with suppliers, customers, stakeholders and forwarders while processing good negotiation skills.
- Maintain an existing pool of business including stock operation and establish chemical or industrial products trading business on domestic, export, import and offshore.

- Comply with Internal Regulations and Company Policies, and to observe submission of reports on a timely basis.
- Handle credit line matters.

**Key Requirements:**

- Candidates must possess at least a Degree.
- Minimum 5 years of working experience.
- Experience in export/offshore/import in industrial products, Mineral & Metal Resources, or Iron & Steel industries with trading knowledge is preferable.
- Proficient in Microsoft Office applications, including Excel and PowerPoint.
- Able to cooperate and negotiate with suppliers, customers, and forwarders.
- Have good interpersonal and communication skills.

#LI-JACMY

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会社説明