



長川有限公司
CORPORATE SPECIALISTS SDN. BHD.

[510097-V]
No. 464, PBL 9, PARIT BAKAR TENGAH,
JALAN TEMENGGONG AHMAD,
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MARKETING EXECUTIVE

We are looking for a reliable person to help manage our daily furniture trading operations. You will be the main point of contact between our international buyers and the factories we work with, ensuring orders are handled correctly and delivered on time.

Key Responsibilities:

- Order Management:
Process new orders accurately and ensure all details are correct.
- Production Follow-up:
Regularly check in with factories to track production progress and ensure deadlines are met.
- Problem Solving:
Act quickly to resolve any issues or delays in the supply chain.
- Ad-Hoc Tasks:
Assist the team with various daily operational tasks as needed to keep the business running smoothly.

Requirements:

- Education:
Bachelor's degree or diploma in Marketing, Business Administration, or a relevant academic field.
- Experience:
Fresh graduates are encouraged to apply.
- Technical Proficiency:
Command of Microsoft Office Suite (specially Word and Excel) and email communication platforms.
- Detail-oriented and able to manage multiple orders at once.
- Good communication skills in English and Mandarin to work with international clients and factories.
- Ability to work effectively within a team.
- Willingness to learn and handle different types of tasks as they arise.