



JAC Recruitment

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Thailand

PR/116175 | Sales Coordinator (Chinese Speaking)

Job Information

Recruiter[JAC Recruitment Thailand](#)**Job ID**

1504357

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:50

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description :

- Coordinate with sales/marketing team for the client order and stock.
- Coordinate and follow-up with production team about order's planning (forecasting), monitor client's order and delivery.
- Follow-up client's payment and update order's status.
- Coordinate with shipping agent for the export shipments.
- Prepare sales and shipping related documents.
- Prepare sales reports, update forecasting, delivery plans, and expenses.
- Other tasks as assigned.

Company Description