



PR/116392 | Sales Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513425

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 21st, 2025 16:00

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

Our client is Japanese company.

The company specializes in Trading Business

Position: Sales Coordinator

Salary: 25,000 – 30,000THB +/- (Negotiable)

Location: Bangkok Office, Silom Area

Key Responsibilities of the position:

- Coordinate with client and supplier
- Prepare sales document (ex. PO, PR, DO, Invoice etc.)

- Manage material control, product delivery, stock and inventory
- Handle on complain and after sales service
- Other assigned by supervisor or authorized management

Qualifications required:

- Bachelor's degree in any field
- Minimum working experience 1-2 years in Sales Coordinator/ Support
- Have Experience working in a Japanese company in trading industry or logistic
- English level is Business level/Communication level
- Good negotiation and problem-solving skill
- Have knowledge about ERP system is a plus

Interested candidate please submit your updated resume in English by simply clicking **"APPLY"** Contact person **Nichaphat (May)**

Company Description