



## PR/116175 | Sales Coordinator (Chinese Speaking)

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1516327

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

March 4th, 2025 14:01

### 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

**Business Type** : Food & Beverage

**Working Hours** : Mon to Fri (09.00-18.00)

**Office Location** : Bangkok

**Job Description:**

- Coordination with the sales/marketing team for customer request and inventory.
- Coordination and follow-up with the production team on order planning (forecasting) and monitoring and delivery of the customer's order.
- Follow up the customer's payment and update the status of the order.
- Coordination with the shipping agent for export shipments.
- Preparing documents related to sales and shipping.
- Prepare sales reports and update forecasting, delivery plans and expenses.

- Other tasks as assigned.

**Qualification:**

- Degree in any relevant field.
- 3-5 years of work experience, especially in CS/Coordinator field.
- **Fluent in Chinese (HSK5+)** and English (Able to work with Chinese and other international teams).
- Fluency in all MS Office.
- Able to travel abroad.

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Company Description