



PR/116876 | Sales Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1526923

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 1st, 2025 15:00

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

Position: Sales Coordinator

Salary: 16,000 – 18,000THB/Month

Location: Samut Prakan

Our client is big brand manufacturing.

Responsibilities:

- Receive & Share Customer's requirement
- Review Customer P/O or Forecast.

- Review Self Evaluation performance's result and review in case need improvement
- Control and Review Inventory stock as of target, clear slow movement and dead stock
- Co-operate with factory, W/H, customer and suppliers
- Provide and Issue QTN/ RFQ to Customer
- Data base monitoring, review and correct data.
- Conductibility with APQP meeting about new models & design change
- Support about Customer Audit
- Arrange the delivery to customer for Trial stage.
- Inform superior level in case out of controlling
- Report any problem to Japanese Manager, AM and SV

Qualifications:

- Female/Male
- Bachelor Degree of Business administration / Marketing (New Graduated are welcome)
- Good command in English TOEIC score at least 500 points
- Able to use computer especially MS. Excel formula/V lookup/ Pivot table

Company Description