



JAC Recruitment

We are recruitment specialists around the globe

Thailand

## PR/116876 | Sales Coordinator

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1531750

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 8th, 2025 15:28

## 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**