CareerCross by JAC Recruitment

Thailand
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PR/116876 | Sales Coordinator

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1534290

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

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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