



PR/116175 | Sales Coordinator (Chinese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1536927

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 16:18

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.

Company Description