



PR/116805 | Sales Coordinator (Japanese-speaking JLPT N3 or above)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1537077

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 14th, 2025 04:00

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 (Japanese-speaking)

Salary range: THB 25,000 – THB 27,000 per month

Location: MRT Phetchaburi

Working Period: Monday – Friday , 08:00 – 17:00 P.M.

Responsibilities:

- **Order & Documentation Management:** Prepare and process purchase orders, shipping documents, invoices, and other related paperwork for automotive trading activities.
- **Logistics & Delivery Coordination:** Ensure timely delivery of goods by coordinating with suppliers, freight forwarders, and internal teams, while tracking shipment progress.
- **Supplier & Partner Communication:** Serve as a liaison between the company and suppliers, customers, and service

providers to ensure smooth business operations.

- **Payment & Financial Processing:** Manage payment schedules, process invoices, and follow up on transactions in accordance with company policies.
- **Compliance & Reporting:** Maintain accurate transaction records, ensuring all documents comply with company policies and relevant regulations.

Qualifications:

- Bachelor's degree in Business Administration, Logistics, Supply Chain, or related fields.
- At least 1-2 years of experience in sales coordination, purchasing, or import/export (experience in the automotive industry is a plus).
- Proficiency in English for business communication and Japanese
- Comfortable working with international teams and business partners.
- Proficient in Microsoft Office and documentation tasks.
- Ability to work well under pressure and handle multiple tasks independently as well as in a team.
- Willingness to travel upcountry.

Benefit

- Health insurance.
- Provident fund.
- Overtime payment.
- Social insurance.

Company Description