



## PR/117056 | Sales Coordinator

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1537184

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 30th, 2025 16:21

### 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

**Our client specializes in Industrial and Construction business**

**Position:** Sales Coordinator (import/ export)

**Salary:** 20,000 – 30,000THB (monthly)

**Location:** Bangkok

#### Key Responsibilities of the position:

- Responsible for all documents both of suppliers and customers (contract, delivery order sheet, tax invoice, bill replacement, etc.).
- Experience in import/export and understand on related documents (such as BL, custom).
- Create and maintain customer master data, new product data into company system.
- Coordinate with another department as request.

**Qualifications required:**

- Bachelor's degree in any related field.
- **Have minimum 2 years experienced in import/export process and the document related sales and logistics.**
- Familiarity with pricing document preparation and customs document process.
- Excellent coordinate skills, project management and fast learner.

**Benefits:**

- Transportation Allowance
- Cost of living
- Overtime
- Bonus (depends on company)
- Health Insurance
- Annual Health Check
- Provident Fund (depends)
- Other leaves as per Thai law

Interested candidate please submit your most recent resume in English by simply clicking "**APPLY**" **Contact person:**  
**Nichaphat (May)**

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Company Description