



PR/117056 | Sales Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1540550

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 4th, 2025 09:01

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)

Company Description