



PR/117434 | Sales Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549267

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 19th, 2025 11:01

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 Domestic & overseas Trading and Import/Export business.

Position: Sales Coordinator (English speaking)

Salary: 25,000 – 32,000THB

Location: Bangkok

Key Responsibilities of the position:

- Manage all documentations work (PO, Delivery order sheet, Withholding Tax and L/C) related to domestic sales among suppliers and clients.
- Manage import/ export process and related documentations.
- Manage shipping, order, delivery and production schedule.
- Assist in any related work assign.

Qualifications required:

- Bachelor's degree in any related field.
- Experienced in import/export and documentations (L/C knowledge is a plus)
- Excellent coordinating and sales support skills.
- Good communication in English both writing and speaking.
- Experience in using SAP program.
- Ability to work overtime (at least 1 hour per day and 3 hours on month-end).

Benefits:

- Overtime allowance
- Medical claim
- Provident fund
- Bonus
- Paid vacation and other leaves as per Thai law

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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description