



PR/118201 | Sales Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1560854

Industry

Other

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 11:30

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities:

- Provide assistance for sales activities and team members.
- Offer support regarding company-related documentation (e.g., contracts, brochures, or internal forms).
- Assist with marketing or promotional materials.
- Summarize data related to sales performance.
- Summarize data related to operational activities or key metrics.
- Compile reports or perform tasks related to customer feedback or accounts.
- Manage tasks related to the company's overall administration.
- Handle administrative support for management or executive team functions.

Qualifications:

- Bachelor degree in Engineering, Science, Technology or related field.
- Experience in sales support or related tasks of at least 1.5 years
- High efficiency in using business English, Japanese is an advantage.
- Cooperative and ready to support attitude is an advantage.
- Strong in operational processes with the ability to follow up with both internal and external teams.

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Company Description