



PR/118356 | Sales Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1564194

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 4th, 2025 10:17

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

Qualifications:

- Bachelor's degree in any field
- 1–2 years of experience in sales coordination
- Japanese language proficiency at N3 or N2 level is a must

Job Responsibilities:

- Coordinate with internal and external parties such as customers, sales, production, purchasing, accounting, warehouse, and delivery teams
- Receive and input customer POs into the system
- Prepare sales-related documents
- Manage and organize data and documentation
- Prepare sales reports and other related reports
- Confirm delivery dates with warehouse or production teams according to customer requirements
- Follow up on delivery schedules with the production planning team and confirm delivery dates to customers

Benefits:

- Transportation allowance
- Meal allowance

- Diligent allowance
- Provident fund
- Other incentives
- Bonus

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Company Description