



PR/087118 | Sales Coordinator

Job Information

Recruiter

JAC Recruitment USA

Job ID

1572335

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 13:01

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION SUMMARY

The Sales Coordinator is responsible for performing customer service activities and routine administrative tasks under supervision, following established processes and guidelines. This role involves processing orders, managing transactions in the ERP system, coordinating with customers, vendors, and logistics partners, and supporting compliance and accounting functions. The position provides an opportunity to gain fundamental knowledge of internal workflows and trade operations through on-the-job training. Initially, the role will be hybrid with at least three days per week in the office.

RESPONSIBILITIES

- Process customer orders and manage transactions in ERP system
- Coordinate shipping requirements with customers, vendors, and warehouses
- Assist Accounting with AR/AP inquiries and handle expense processing

- Maintain inventory records as needed and participate in team meetings
- Ensure compliance with trade regulations and internal policies
- Support audits and routine administrative tasks

QUALIFICATIONS

- Proficiency in Microsoft Office and basic PC skills
- Strong communication skills in English (Japanese is a plus)
- Detail-oriented, organized, and able to work in a team environment
- High school diploma or higher; customer service experience preferred

SALARY USD 67,000-72,000

LOCATION San Jose, CA

WORK STYLE Hybrid

WORK HOURS Monday - Friday / 9 AM -5 PM

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Company Description