



## PR/087119 | Sales Coordinator

### Job Information

**Recruiter**[JAC Recruitment USA](#)**Job ID**

1572336

**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 Phoenix, AZ

WORK STYLE Hybrid

WORK HOURS Monday - Friday / 9 AM -5 PM

#LI-JACUS #LI-US #countryUS

**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.

Privacy Policy Link: <https://www.jac-recruitment.us/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.us/terms-of-use>

---

#### Company Description