



PR/119979 | Sales Coordinator (Freight Forwarding)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1600914

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 7th, 2026 10:14

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Sales Coordinator (Freight Forwarding)

Salary: up to 35,000 THB/month

Working Hours: Mon–Sat / 08:30–17:00 (Onsite)

Location: Silom, Bangkok

Join a leading international logistics company with a strong global network. We are seeking a proactive and service-minded Sales Coordinator to support sales operations, coordinate with clients and overseas partners, and assist with quotations and logistics documentation.

Key Responsibilities

- Coordinate internally and externally with relevant stakeholders.

- Support the Sales Team in communication with clients and overseas partners.
- Update tariff rates and related pricing information.
- Assist in preparing and issuing quotations.
- Support nomination business activities and related operations.
- Maintain accurate records and ensure smooth communication among departments.

Qualifications

- Bachelor's degree or higher in a related field
- Experience in Sales Coordination, Customer Service, Logistics, or
- Freight Forwarding is preferred.
- Knowledge of shipping and logistics documents, including PO, B/L, Invoices, and Other related shipping documentation
- Service-minded, self-motivated, and a strong team player.
- Able to work effectively under pressure and manage multiple tasks.
- Good command of spoken and written English.
- Computer literate, especially in Microsoft Office applications.

Benefits:

- Annual Bonus
- Social Security
- Phone Allowance
- Health Insurance
- Annual Health Check-up
- Paid Vacation Leave
- Provident Fund

Interested applicants, please click **APPLY NOW**. Only shortlisted candidates will be contacted due to the high volume of applications.

#LI-JACTH

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