



アメリカの求人なら
JAC Recruitment USA

PR/087644 | Export Sales Coordinator

Job Information

Recruiter

JAC Recruitment USA

Job ID

1612871

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

September 15th, 2026 10:54

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION SUMMARY

A leading food company is seeking an Export Sales Coordinator to support international sales operations. This role will manage order processing, sales support, customer account administration, and export coordination, helping ensure efficient operations and high-quality service for customers throughout Latin America and other international markets.

RESPONSIBILITIES

- Process and coordinate domestic and international customer orders, ensuring accuracy and timely delivery.
- Serve as a key point of contact for customers and internal teams regarding order status, shipments, inventory availability, and logistics inquiries.
- Review export documentation and support compliance with international shipping and regulatory requirements.
- Provide sales and customer support, including order confirmations, pricing information, delivery schedules, and product-related inquiries.

- Coordinate with vendors, warehouses, and internal departments to ensure smooth order fulfillment and shipment tracking.
- Maintain product and inventory information while recommending alternative products when needed.
- Perform administrative duties such as invoice processing, payment tracking, record maintenance, and sales support activities.
- Assist with additional export operations and special projects as needed.

QUALIFICATION

- Bilingual in English and Spanish required; Japanese language skills are a plus.
- 2+ years of experience in sales support, order processing, customer service, purchasing, logistics, or export/import operations.
- Associate's degree required; Bachelor's degree in Business, Supply Chain, Logistics, International Trade, or a related field preferred.
- Strong computer skills, including Microsoft Office (especially Excel) and experience using ERP or order management systems.
- Knowledge of international shipping, export documentation, order coordination, and inventory management preferred.
- Strong communication, organizational, and problem-solving skills with the ability to work effectively in a fast-paced, team-oriented environment.
- Ability and willingness to travel internationally to Latin America approximately once per month.

LOCATION Santa Fe Springs, CA

EMPLOYMENT TYPE Full-Time

SALARY USD 27.50 - 32.00

BENEFITS

- Health, Dental, and Vision Insurance
- Life & accident insurance
- Pet Insurance
- 401(k) with company matching
- 19 days of paid time off
- Wellness program and EAP assistance
- and much more!

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Company Description