



PR/120504 | Customer Service & Sales Support - International Trading

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1614509

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 10:16

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Customer Service & Sales Support - International Trading

Salary: 30,000 - 40,000 THB/month

Working Hours: Mon-Fri, 08:30-17:30 (Office-based)

Location: Bang Na, Bangkok

Our client, a leading international B2B business operating across Southeast Asia, is looking for a proactive and detail-oriented **Customer Service & Sales Support** professional to support order management, customer service, logistics coordination, import/export operations, and supply chain activities.

Key Responsibilities

- Manage customer orders from PO receipt to delivery, ensuring accurate order processing and timely communication with customers.
- Coordinate with internal teams, suppliers, and logistics providers to ensure smooth order fulfillment and shipment arrangements.
- Prepare and maintain sales and shipping documentation, including quotations, invoices, sales orders, and import/export documents.
- Monitor shipment status, inventory availability, and delivery schedules while proactively resolving operational issues.
- Support the sales team with quotations, reporting, customer data management, and administrative tasks.
- Ensure compliance with import/export regulations and maintain accurate records within the ERP system.

Qualifications

- Bachelor's degree in Business Administration, Logistics, Supply Chain, or a related field.
- 2-5 years of experience in Customer Service, Sales Administration, Logistics, Import/Export, or Order Management.
- Familiarity with ERP systems (SAP, Oracle, or similar) and Microsoft Excel.
- Good command of English and strong communication skills.
- Detail-oriented, proactive, and able to coordinate effectively with multiple stakeholders in a fast-paced environment.

Benefits

- Performance Bonus
- Annual Leave
- Provident Fund
- Health Insurance Coverage

If you are interested, click **APPLY NOW**. Please note that only shortlisted candidates will be contacted due to the high number of applicants.

#LI-JACTH

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Company Description