JAC Recruitment

タイの求人なら
JAC Recruitment Thailand

PR/120748 | Sales Coordinator (Jp Speaking)

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1621753

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:17

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Our client specializes in Food Manufacturing business

Position: Sales Coordinator (Jp speaking)
Salary: 30,000 - 40,000 THB
Location: Bangkok Office (near BTS)

Key Responsibilities of the position:

- Coordinate with Japanese headquarters and OEM manufacturing partners in Thailand to ensure smooth production, sourcing and supply chain operations.
- Manage shipment schedules, supplier communications and procurement support for existing business partners (100% existing accounts, no direct sales).

- Support product development, quality investigations, factory audits and supplier evaluations to maintain product and manufacturing standards.
- Facilitate communication between Japanese and local teams through translation, reporting and coordination of business meetings and factory visits.
- Participate in trade exhibitions and provide operational support for supplier relationship management and headquarters' requests.

Qualifications required:

- Bachelor’s degree in any related field
- Over 2 years experience of sales coordinator/ support in Japanese manufacturing company (food industry is a plus)
- Good Japanese (JLPT N3+) and English (Intermediate) communication skills
- Multi-tasking with ability to coordinate with internal and external parties

Benefits:

- Perfect Attendance
- Provident Fund (after probation)
- Health Insurance (after probation)
- Bonus
- Other leaves as per Thai law

Working Hours: Mon - Fri (8.30 a.m. - 5.30 p.m.)

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.th/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.th/terms-of-use

Company Description