



PR/117056 | Sales Coordinator

募集職種

人材紹介会社

ジェイエイシーリクルートメント タイランド

求人ID

1540550

業種

土木

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年05月20日 12:19

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Our client specializes in Industrial and Construction business

Position: Sales Coordinator (import/ export)

Salary: 20,000 – 30,000THB (monthly)

Location: Bangkok

Key Responsibilities of the position:

- Responsible for all documents both of suppliers and customers (contract, delivery order sheet, tax invoice, bill replacement, etc.).
- Experience in import/export and understand on related documents (such as BL, custom).
- Create and maintain customer master data, new product data into company system.
- Coordinate with another department as request.

Qualifications required:

- Bachelor's degree in any related field.
- **Have minimum 2 years experienced in import/export process and the document related sales and logistics.**
- Familiarity with pricing document preparation and customs document process.
- Excellent coordinate skills, project management and fast learner.

Benefits:

- Transportation Allowance
- Cost of living
- Overtime
- Bonus (depends on company)
- Health Insurance
- Annual Health Check
- Provident Fund (depends)
- Other leaves as per Thai law

Interested candidate please submit your most recent resume in English by simply clicking "**APPLY**" **Contact person:**
Nichaphat (May)

会社説明