



PR/117434 | 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

1544766

業種

物流・倉庫

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06月17日 10:19

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 Domestic & overseas Trading and Import/Export business.

Position: Sales Coordinator (English speaking)

Salary: 25,000 – 32,000THB

Location: Bangkok

Key Responsibilities of the position:

- Manage all documentations work (PO, Delivery order sheet, Withholding Tax and L/C) related to domestic sales among suppliers and clients.
- Manage import/ export process and related documentations.
- Manage shipping, order, delivery and production schedule.
- Assist in any related work assign.

Qualifications required:

- Bachelor's degree in any related field.
- Experienced in import/export and documentations (L/C knowledge is a plus)
- Excellent coordinating and sales support skills.
- Good communication in English both writing and speaking.
- Experience in using SAP program.
- Ability to work overtime (at least 1 hour per day and 3 hours on month-end).

Benefits:

- Overtime allowance
- Medical claim
- Provident fund
- Bonus
- Paid vacation and 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