



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

1549267

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07月08日 17:12

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 o

ther leaves as per Thai law

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

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.

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会社説明