



JAC Recruitment

タイの求人なら
JAC Recruitment Thailand

PR/118201 | 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

1560854

業種

その他

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10月07日 11:30

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Responsibilities:

- Provide assistance for sales activities and team members.
- Offer support regarding company-related documentation (e.g., contracts, brochures, or internal forms).
- Assist with marketing or promotional materials.
- Summarize data related to sales performance.
- Summarize data related to operational activities or key metrics.
- Compile reports or perform tasks related to customer feedback or accounts.
- Manage tasks related to the company's overall administration.
- Handle administrative support for management or executive team functions.

Qualifications:

- Bachelor degree in Engineering, Science, Technology or related field.
- Experience in sales support or related tasks of at least 1.5 years
- High efficiency in using business English, Japanese is an advantage.
- Cooperative and ready to support attitude is an advantage.
- Strong in operational processes with the ability to follow up with both internal and external teams.

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>

会社説明