



タイの求人なら
JAC Recruitment Thailand

PR/118356 | 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

1564194

業種

小売

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11月04日 10:17

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

Qualifications:

- Bachelor's degree in any field
- 1–2 years of experience in sales coordination
- Japanese language proficiency at N3 or N2 level is a must

Job Responsibilities:

- Coordinate with internal and external parties such as customers, sales, production, purchasing, accounting, warehouse, and delivery teams
- Receive and input customer POs into the system
- Prepare sales-related documents
- Manage and organize data and documentation
- Prepare sales reports and other related reports
- Confirm delivery dates with warehouse or production teams according to customer requirements
- Follow up on delivery schedules with the production planning team and confirm delivery dates to customers

Benefits:

- Transportation allowance
- Meal allowance

- Diligent allowance
- Provident fund
- Other incentives
- Bonus

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会社説明