



PR/118491 | Sales Coordinator - Assistant Level

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

1566529

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11月25日 11:47

応募必要条件

職務経験

1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

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:

- Prepare and enter data for sales orders, invoices, and other related sales documentation within timely-manners and with accuracy including support and maintain existing customers effectively
- Creating opportunity (Spot, Tender, Rate sheet) in database based on quotation provided (Sea freight, Air freight, Land Transport services) including manage quotations following country-specific standards
- Confirm freight bookings and monitor order progress.
- Prepare and arrange shipments along with all required documentation.
- Manage inbound and outbound calls efficiently.
- Build and sustain strong relationships with carriers and customers including deliver to them outstanding customer services

- Address and resolve issues for customers and carriers promptly as day-to-day operations

Qualifications:

- Bachelor's Degree in any related fields
- 1 - 3 years of working experience in Customer Service, Sales Coordinator and Sales Support from Logistics and Freight Forwarder industry
- Detail-oriented with a strong focus on data quality and accuracy
- Good command in English

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会社説明