



PR/087119 | Sales Coordinator

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1572336

業種
電気・電子・半導体

雇用形態
正社員

勤務地
アメリカ合衆国

給与
経験考慮の上、応相談

更新日
2026年01月27日 06:00

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
ネイティブ

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

POSITION SUMMARY

The Sales Coordinator is responsible for performing customer service activities and routine administrative tasks under supervision, following established processes and guidelines. This role involves processing orders, managing transactions in the ERP system, coordinating with customers, vendors, and logistics partners, and supporting compliance and accounting functions. The position provides an opportunity to gain fundamental knowledge of internal workflows and trade operations through on-the-job training. Initially, the role will be hybrid with at least three days per week in the office.

RESPONSIBILITIES

- Process customer orders and manage transactions in ERP system
- Coordinate shipping requirements with customers, vendors, and warehouses
- Assist Accounting with AR/AP inquiries and handle expense processing

- Maintain inventory records as needed and participate in team meetings
- Ensure compliance with trade regulations and internal policies
- Support audits and routine administrative tasks

QUALIFICATIONS

- Proficiency in Microsoft Office and basic PC skills
- Strong communication skills in English (Japanese is a plus)
- Detail-oriented, organized, and able to work in a team environment
- High school diploma or higher; customer service experience preferred

SALARY USD 67,000-72,000

LOCATION Phoenix, AZ

WORK STYLE Hybrid

WORK HOURS Monday - Friday / 9 AM -5 PM

#LI-JACUS #LI-US #countryUS

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会社説明