

PR/087644 | Export Sales Coordinator

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1612871

業種
レストラン・フードサービス

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11月10日 16:00

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
流暢レベル

日本語レベル
日常会話レベル

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

POSITION SUMMARY
A leading food company is seeking an Export Sales Coordinator to support international sales operations. This role will manage order processing, sales support, customer account administration, and export coordination, helping ensure efficient operations and high-quality service for customers throughout Latin America and other international markets.

RESPONSIBILITIES

- Process and coordinate domestic and international customer orders, ensuring accuracy and timely delivery.
- Serve as a key point of contact for customers and internal teams regarding order status, shipments, inventory availability, and logistics inquiries.
- Review export documentation and support compliance with international shipping and regulatory requirements.
- Provide sales and customer support, including order confirmations, pricing information, delivery schedules, and product-related inquiries.

- Coordinate with vendors, warehouses, and internal departments to ensure smooth order fulfillment and shipment tracking.
- Maintain product and inventory information while recommending alternative products when needed.
- Perform administrative duties such as invoice processing, payment tracking, record maintenance, and sales support activities.
- Assist with additional export operations and special projects as needed.

QUALIFICATION

- Bilingual in English and Spanish required; Japanese language skills are a plus.
- 2+ years of experience in sales support, order processing, customer service, purchasing, logistics, or export/import operations.
- Associate's degree required; Bachelor's degree in Business, Supply Chain, Logistics, International Trade, or a related field preferred.
- Strong computer skills, including Microsoft Office (especially Excel) and experience using ERP or order management systems.
- Knowledge of international shipping, export documentation, order coordination, and inventory management preferred.
- Strong communication, organizational, and problem-solving skills with the ability to work effectively in a fast-paced, team-oriented environment.
- Ability and willingness to travel internationally to Latin America approximately once per month.

LOCATION　Santa Fe Springs, CA

EMPLOYMENT TYPE　Full-Time

SALARY　USD 27.50 - 32.00

BENEFITS

- Health, Dental, and Vision Insurance
- Life & accident insurance
- Pet Insurance
- 401(k) with company matching
- 19 days of paid time off
- Wellness program and EAP assistance
- and much more!

#LI-JACUS　#LI-US　#countryUS
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会社説明