



## PR/120504 | Customer Service & Sales Support - International Trading

### 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

1614509

#### 業種

その他（商社）

#### 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

2026年09月29日 10:16

### 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

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

#### Customer Service & Sales Support - International Trading

**Salary:** 30,000 - 40,000 THB/month

**Working Hours:** Mon-Fri, 08:30-17:30 (Office-based)

**Location:** Bang Na, Bangkok

Our client, a leading international B2B business operating across Southeast Asia, is looking for a proactive and detail-oriented **Customer Service & Sales Support** professional to support order management, customer service, logistics coordination, import/export operations, and supply chain activities.

#### Key Responsibilities

- Manage customer orders from PO receipt to delivery, ensuring accurate order processing and timely communication with customers.
- Coordinate with internal teams, suppliers, and logistics providers to ensure smooth order fulfillment and shipment arrangements.
- Prepare and maintain sales and shipping documentation, including quotations, invoices, sales orders, and import/export documents.
- Monitor shipment status, inventory availability, and delivery schedules while proactively resolving operational issues.
- Support the sales team with quotations, reporting, customer data management, and administrative tasks.
- Ensure compliance with import/export regulations and maintain accurate records within the ERP system.

**Qualifications**

- Bachelor's degree in Business Administration, Logistics, Supply Chain, or a related field.
- 2-5 years of experience in Customer Service, Sales Administration, Logistics, Import/Export, or Order Management.
- Familiarity with ERP systems (SAP, Oracle, or similar) and Microsoft Excel.
- Good command of English and strong communication skills.
- Detail-oriented, proactive, and able to coordinate effectively with multiple stakeholders in a fast-paced environment.

**Benefits**

- Performance Bonus
- Annual Leave
- Provident Fund
- Health Insurance Coverage

If you are interested, click **APPLY NOW**. Please note that only shortlisted candidates will be contacted due to the high number of applicants.

#LI-JACTH

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会社説明