

PR/120748 | Sales Coordinator (Jp Speaking)

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
1621753

業種
その他（メーカー）

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11月10日 11:17

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
ビジネス会話レベル

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

Our client specializes in Food Manufacturing business

Position: Sales Coordinator (Jp speaking)
Salary: 30,000 - 40,000 THB
Location: Bangkok Office (near BTS)

Key Responsibilities of the position:

- Coordinate with Japanese headquarters and OEM manufacturing partners in Thailand to ensure smooth production, sourcing and supply chain operations.
- Manage shipment schedules, supplier communications and procurement support for existing business partners (100% existing accounts, no direct sales).

- Support product development, quality investigations, factory audits and supplier evaluations to maintain product and manufacturing standards.
- Facilitate communication between Japanese and local teams through translation, reporting and coordination of business meetings and factory visits.
- Participate in trade exhibitions and provide operational support for supplier relationship management and headquarters' requests.

Qualifications required:

- Bachelor’s degree in any related field
- Over 2 years experience of sales coordinator/ support in Japanese manufacturing company (food industry is a plus)
- Good Japanese (JLPT N3+) and English (Intermediate) communication skills
- Multi-tasking with ability to coordinate with internal and external parties

Benefits:

- Perfect Attendance
- Provident Fund (after probation)
- Health Insurance (after probation)
- Bonus
- Other leaves as per Thai law

Working Hours: Mon - Fri (8.30 a.m. - 5.30 p.m.)

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明