



IN OUR THAILAND OFFICE WE ARE LOOKING TO FILL THE POSITION OF

SALES COORDINATOR

starting immediately

C. ILLIES (Thailand) is a leading sales and service partner to the Printing, Packaging and Food Processing Industries in Thailand. The company represents quality manufacturer from around the globe and employs a team of dedicated, experienced professionals. The company was officially established in 1980 under the name of VOTRA (Thailand) and later became part of the MAN Group, as Ferrostaal (Thailand). Most recently in late 2017, the company was acquired by the ILLIES Group and consequently renamed to C. ILLIES (Thailand).

We are currently hiring an enthusiastic and experienced professional to join our company in the following position. We offer an attractive salary, performance bonus, overseas training opportunities and the chance for a successful person to grow the existing business. We are looking forward to hearing from you! Apply today to be part of our team, and leverage your personal growth together with us.

YOUR TASKS:

- Coordinate and negotiate with customers about Order & Delivery by telephone and E-mail.
- Handle Shipment and Delivery process.
- Issue invoice, PO and prepare documents.
- Coordinating with Sales team and colleagues in other Departments concerned in order to ensure that all customers' requirement.
- To be projects center, able to handle the projects when sales unavailable.
- Handle accommodation booking for suppliers and sales for abroad trips and/or other necessary reservations.
- To do other tasks as assigned.

YOUR PROFILE:

- Male or Female /Thai national/ 27-32 years old.
- Bachelor's Degree in Business or related fields.
- 1-2 years' experience in Sales Coordinator / Customer Support.
- Experience in Purchasing / Billing / Stock / Sales support will be an advantage.
- Good computer skills e.g. Excel, PowerPoint, Word.
- Good command of English, both oral and written.
- Ability to work well under pressure and meet critical deadlines.
- Enjoy learning new things and self-challenging.
- Detail oriented , Problem solving skills.
- Reliable, trustworthy & teamwork.
- Service-minded attitude.

YOUR BENEFITS:

Company Bonus Scheme, as business develops, Car allowance, Commission, Health Insurance, Dental Care, Annual Health Check, Provident Fund

HOW TO APPLY:

Please send your CV in Thai and English with full resume indicating qualifications and experience, transcript, expected salary and recent photo to hr@illies.co.th

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