

# 3sixty food

## Sales Coordinator- Retail

### Position Description

Responsible for managing customer purchase orders (POs) accurately and efficiently, ensuring product availability and compliance with customer requirements, and supporting smooth order fulfillment to achieve high customer satisfaction.

### Major Areas of Responsibility

Major areas of responsibility include:

- Review purchase orders (PO) according to each customer's ordering schedule.
- Check product stock availability and shelf life to ensure compliance with customer requirements and standards.
- Verify product lot details after PO creation to ensure accurate lot transfer in the Odoo system.
- Update records of product returns from customers.
- Update records of product exchanges at branch locations.
- Notify customers of out-of-stock items and provide estimated delivery dates.
- Perform other tasks as assigned by the supervisor.

### Required Knowledge, Skills, and Abilities

Qualifications:

- Bachelor's degree in Business Administration, Marketing or related fields is welcome
- Experience in Sales Support, Order Management, or Inventory Control is preferred
- Familiarity with ERP systems such as Odoo or other system is an advantage
- Able to use Microsoft Office (Excel, Word and Power Point)
- Intermediate English, able to communicate and handle work-related documentation
- Detail-oriented with strong multitasking and organizational skills
- Good communication and coordination skills
- Empathy, be able to understand and respond effectively to customer and team needs
- Determination, be able to achieve goals under pressure

Experience:

- New graduate is welcome
- 1-2 years experience is preferable

### About 3sixty food

3sixty food is a specialized importer and distributor of premium European food products in Thailand. The company focuses on bringing high-quality and distinctive international brands to Thai consumers through a well-established and diversified distribution platform.

Our core product categories include breakfast cereals, jams, healthy snacks, culinary ingredients, pasta, rice, vinegar, olive oil, coffee, and confectionery. These categories are carefully selected to address the growing demand in Thailand for premium, authentic, and internationally sourced food products.