



JAC Recruitment

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Thailand

PR/116234 | Sales Support (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1536933

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 14th, 2025 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title: Sales Support (Japanese Speaking)**Location:** Bangplee, Samut Prakarn**Job Type:** Full-Time, Monday – Friday (8:00 AM - 5:00 PM with Alternative Saturday)**Job Responsibility:**

- Respond to customer inquiries and requests via phone, email, and chat in a timely with courteous manner.
- Manage and support documentation tasks for Sales Team (quotation, invoice, PO, etc.).
- Research and compile customer data and competitor information.
- Stay up-to-date on company products and services.
- Translator and interpreter task (business meeting, morning meeting, etc.).
- Coordinate between Thai staff and Japanese staff in management level.

Qualification:

- Bachelor's degree in any field.
- New graduates are welcome.
- Knowledge in primary sales calculation and documentation is highly preferred.
- Knowledge in Microsoft Office (Microsoft Excel is a plus).
- Proficient in Japanese (minimum JLPTN3) and English (minimum intermediate level).

Welfare & Benefit:

- Transportation allowance.
- Perfect time attendance allowance.
- Variable bonus (Depend on performance).
- Salary increasement (Depend on performance).
- Japanese Language allowance.
- Overtime.
- Health Insurance and Social Security Insurance

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

Company Description