



## PR/117515 | Sales Support (Japanese Speaking)

### Job Information

**Recruiter**
[JAC Recruitment Thailand](#)
**Job ID**

1549350

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

July 22nd, 2025 09:01

### 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

**Position vacancy: Sales support (Japanese Speaking)**

**Salary total: 50,000 – 60,000**

**Responsibilities:**

- Provide sales support in the field and deal with customers or projects contacting the company's sales department.
- Prepare quotations and support documents related to meetings.
- Support Japanese customers and coordinate with related departments.
- Manage document translation and meeting translation for the sales team and customers.

- Oversee and coordinate claim-related tasks.
- Travel to different provinces to support translation for the sales team outside the customer area

**Requirements:**

- Female age 28 – 35 years
- Good in Japanese (N2/N3).
- Strong communication and coordination skills.
- Experience in sales support and customer service.
- Ability to manage translations and travel for work.
- Have driver license

**Working day:** Monday to Friday

**Working Hours:** 8:00am - 17:00pm

**Welfare / benefits:**

Free breakfast and lunch

12 days of annual leave

Group insurance (after probation period)

Family group insurance of 11,000 THB (after probation period)

Provident fund contribution of 5%

3 months bonus

**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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**Company Description**