



JAC Recruitment

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Thailand

PR/117540 | Sales & Marketing Officer (Japanese Speaking) *New graduate are Welcome*

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549386

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 17:13

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 Responsibilities

- Handle both domestic and international sales operations.
- Prepare sales-related documents such as Sales Orders, Invoices, and other relevant paperwork.
- Coordinate with customers from order placement to product delivery.
- Communicate and collaborate with internal departments to ensure smooth delivery processes.
- Liaise with freight forwarders and transportation companies for tasks such as vehicle booking, vessel booking, and document dispatch.
- Summarize and compile all sales-related documents for submission to the accounting department.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree in a related field.
- 0–2 years of experience in sales and marketing.
- Strong interpersonal and communication skills.
- Ability to multitask and manage responsibilities efficiently.
- High level of integrity, self-motivation, and a strong work ethic.
- Proficiency in Japanese (JLPT N2 or higher).
- Good command of English.
- Proficient in computer skills.

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