



タイの求人なら  
JAC Recruitment 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**

August 19th, 2025 06:00

## 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 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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

---

**Company Description**