



タイの求人なら
JAC Recruitment Thailand

PR/117795 | Sales Administrator

Job Information

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

1553878

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 10:35

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

We have been delivering automotive antennas since 1957 with the Lock Antenna, a radio receiving automotive antenna. Since then, we have advanced into a world-class supplier occupying a high share of OEM supplies for global automakers. We are committed to leading the way, driving innovations in technologies, products and services.

Job Title: Sales Administrator

Business Type: Trading for automotive antenna system

Location: Ekkamai, Bangkok

Job Type: Full-time, Monday-Friday, 08:00-17:00 hrs.

Responsibilities:

- Communication within company group, with customers and service providers
- Receive orders and or forecasts from customers and calculate production requirements for factories
- Monitor customer orders and shipping status to ensure timely delivery and shortages
- Coordinate between Sales and Customer Support Divisions regarding orders and shipping status
- Communicate with factories and confirm shipment plans
- Coordinate with customers to meet their delivery requirements
- Handle documents for the Customer Support Division and Sales (Filing)
- Prepare necessary documents or reports for Management
- Manage company-assigned activities related to the business operations, such as ISO/IATF
- Travel to customers or factories when necessary
- Perform other assignments as requested by the Manager

Qualifications:

- Experience in ERP(QAD) systems will be advantage
- Good English communication skills with company group and customers
- Knowledge of Import & Export procedures and customs clearance
- Experience with OEM ordering and/or logistics
- Working experience with freight forwarders will be an advantage
- Background in Automotive OEM or related industries
- Ability to understand and perform repetitive tasks logically

Benefits:

- Bonus depending on performance
- Language Allowance (based on TOEIC score)
- Transportation, Lunch, Diligence allowance (others as per labor law)
- Medical welfare, accident/health Insurance, annual health check-up
- Provident Fund
- Language education courses

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!

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