



PR/117949 | Sales Supervisor / Sales Assistant Supervisor

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1556244

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 08:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Sales Supervisor or Sales Assistant Supervisor

Salary: 28,000 – 40,000THB +/- (Negotiable)

Location: Bangkok (Bts Asoke)

Our client is selling electronic components for home appliance products and consumer products.

Position:

Responsibilities:

- Act as the main point of contact for two key UK customers, ensuring their needs are met and building long-term relationships.
- Procure a variety of electronic components, sourcing them for competitive prices and high quality.
- Monitor and ensure the integrity of the Bill of Materials (BOM).

- Perform PCB assembly cost calculations by obtaining component quotations and performing costing work.
- Assist in business development by supporting all export and sales obligations.
- Organize and coordinate product samples as needed.
- Handle all administrative tasks, including processing invoices, debit notes, and credit notes.
- Collaborate with other departments to ensure efficient and timely deliveries.
- Manage delivery schedules and follow up on all shipping documentation.
- Coordinate with internal support teams to streamline operations.

Qualifications:

- Must have hands-on experience with PCB assembly cost calculation and managing the Bill of Materials (BOM).
- Strong attention to accuracy and precision in all tasks.
- Excellent problem-solving skills, a high sense of responsibility, and a proactive mindset.
- Ability to effectively coordinate with overseas customers and internal teams.
- Capable of handling multiple tasks efficiently in a fast-paced environment.

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Company Description