



PR/118242 | BOI and Sales Support (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1562430

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 18th, 2025 07:00

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

Job Title:	BOI and Sales Support (Japanese Speaking)
Location:	Bangkok (BTS accessible)
Job Type:	Full-time, Monday – Friday from 08:00 to 17:00

Job Responsibility:**[BOI Import and Export]**

- Manage the products delivery and stocks.
- Contact with the logistic companies and suppliers.
- Handle Import and Export documents.

[Sales Support]

- Support Japanese Sales Manager in sales documents such as quotation, etc.
- Assist in interpretation and translation support during client onsite visitation (1-2 times/week).

Qualification:

- Bachelor's degree in any field.
- **Knowledge in BOI, Import and Export**.
- **Proficient in Japanese** (minimum intermediate or JLPTN3).
- Proficient in English (minimum intermediate) will be an advantage.
- Experience in Sales Support activities is an advantage.
- Experience in a small size organization is an advantage.

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.

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Company Description