



PR/118253 | Sales Administrator

Job Information

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

1562431

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 4th, 2025 11:02

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

Our business has been established since 2006 aiming at technological innovations through the fusion of transportation and electronics for automotive industry. The value we provide to our customers is to develop electronics products for Automotive Powertrain, GPS Tracking System for Japan and ASEAN countries. Now, we are seeking new members for joining our team.

Job Title: Sales Administrator

Business Type: Engineering & Manufacturing

Location: Phyathai, Bangkok

Working days/hours: Monday-Friday, 07:30-16:30 hrs.

Responsibilities:

- Provide administrative and operational support to the sales team to ensure smooth business processes.

- Coordinate with internal departments to facilitate sales activities and resolve operational issues.
- Prepare and maintain sales-related documents, reports, and records accurately and on time.
- Assist in monitoring sales performance against targets and provide data support for analysis.
- Support the implementation of sales campaigns, promotions, and customer engagement activities.
- Handle communication and follow-up with partners as required to support the sales process.
- Ensure efficient workflow, enabling the sales team to focus on direct revenue-generating activities.
- Continuously identify opportunities to improve processes and enhance team productivity.

Qualifications:

- Experience:
 - 1-3 years of experience in Sales coordination, Administration, Sales support or related fields.
 - Experience working in a Japanese company, understanding its culture and work practices.
 - Knowledge of Fleet management, GPRS Tracking system is a plus
- Required Skills:
 - Strong communication skills and problem-solving abilities
 - Excellent time management and multitasking skills
 - Proficient in Microsoft Office suite, including Excel, Word, and PowerPoint
 - Responsible, quick to learn, and able to work well under pressure
 - Comfortable working with multinational teams and stakeholders
 - Ability to work effectively in collaborative teams and build strong relationships.
- Language Skills:
 - Thai and English: Able to conversation, create documents, emails, and reports.
 - Japanese: Japanese language skills are a plus.
- Educational Background:
 - Bachelor's degree in a relevant field such as Business administration, Logistics, or other related disciplines

Benefits:

- Life Insurance
- Health Insurance
- Accident Insurance
- Social Security
- Transportation allowance
- Japanese language allowance
- Diligence allowance
- Free meal (Head office)
- Uniform
- Welfare treatment for family
- Provident Fund
- Bonus 2 times per year
- Leave (Annual, Business, Sick)
- Birthday gift

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