



PR/118678 | Sales Support (Japanese-speaking JLPT N3)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1569738

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 6th, 2026 03:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Sales Support (Japanese-speaking JLPT N3 or above)

Location: Bangkok – Silom (Accessible by MRT/BTS)

Salary: 32,000 – 35,000 THB/Month

Working Hours: Monday - Friday / 9:00-17:15 (Flexible hour)

Key Responsibilities

- Provide sales support to Japanese sales staff.
- Assist Japanese sales representatives on client visits (2–3 times per month, primarily).
- Manage client database: maintain client lists, input data accurately.
- Communicate with clients via email in Thai and Japanese.
- Assist in sales strategy planning and execution.
- Support efforts to develop new clients in collaboration with Japanese sales staff.
- Translate proposals and training materials from Japanese to Thai.

- Perform other related tasks as needed to ensure smooth sales operations.

Qualifications

- Japanese proficiency: JLPT N3 or higher.
- Proficient in Microsoft 365 (Excel, Word, PowerPoint, Outlook).
- Strong organizational and communication skills.
- Willingness to learn and actively support sales activities.
- Ability to work collaboratively in a multicultural environment.

Benefits:

- Actual Transportation
- Perfect Attendance: 1,000 THB/Month
- Meal Allowance: 1,000 THB/Month
- Language Allowance
- OT
- Bonus
- Health Insurance
- Provident Fund

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Company Description