



PR/118785 | Sales Office

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1572267

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

March 10th, 2026 14:00

## General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

Position: Sales Office

Location: Samut Prakan

### Responsibilities:

- Make quotation & update material adjustment to customer
- Checking forecast & update to production in case of order fluctuation
- Update delivery schedule checking stock & confirm with customer
- Support special order for sample wheel both import from other country & EKT self-production

- Joint Sales & PC meeting and Sales meeting every week
- Support delivery in case of any problem occur & Negotiation with customer
- Support for survey sheet from customer
- Other document related to customers
- Summarize important sales issue per week for reporting in Sales meeting
- Negotiate with customer to achieve Sales target for example price in quotation and etc.
- Visiting customer very often get feedback from customer to improve the service performance
- Support forecast & update to production in case of order fluctuation
- Must control and encourage the subordinates to follow the rules, law, procedures and management of safety, occupational health and the environment
- Follow up IATF 16949, ISO 14001 and ISO 45001 system

Qualifications:

- Bachelor degree in any related fields
- Excellent communication, interpersonal skill
- Good at Microsoft Excel and other computer skill
- Good at problem solving skill
- Passed training course IATF 16949, ISO 14001 and ISO 4500

**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