



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**

February 10th, 2026 12:02

## 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

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## Company Description