



## PR/118864 | Sales Officer

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1572856

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

January 20th, 2026 10:21

### 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

Job Title: Sales Officer

Salary range: 20,000-35,000 Baht

**Key Responsibilities:**

- Work closely with supervisors to set sales targets and ensure achievement of those goals.
- Identify and approach new potential customers with approval from supervisors.
- Act as a liaison between the company and customers throughout the sales process.
- Conduct preliminary assessments of customers' financial status to minimize credit risks.
- Maintain strong relationships with existing customers to encourage ongoing purchases.
- Present product and service information to support customer decision-making and ensure maximum satisfaction.
- Handle billing and cheque collection.
- Prepare weekly sales plans and closing reports for supervisor review to support further marketing improvements.
- Monitor product inventory and ensure stock levels remain within the targets set.
- Follow up on outstanding warehouse goods linked to customer payments to prevent company losses.
- Submit monthly sales forecasts to the planning and purchasing departments within the required timeframe.
- Perform other duties as assigned.

Qualifications:

- Age between 22–35 years
- Good personality and professional appearance
- Sales experience required
- Possess a valid driver's license and have access to a personal vehicle

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## Company Description