



## PR/118887 | Sales Assistant

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1574726

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 10th, 2026 10:01

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Basic

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**OVERVIEW**

The Company is Japanese, now seeking for an experienced candidate to join as

Sales Administrator (Workplace around BTS Saladaeng, Bangkok)

Position: Sales Administrator

Location: BTS Saladaeng, Bangkok

Business: Trading

Working hour: Monday – Friday, 8.30 AM – 17.00 PM

## JOB RESPONSIBILITIES

- Working in small company office, trading business, this position handle sales document, sales administration, office admin, document control.
- Prepare essential sales documentation, including purchase orders, invoices, and other general paperwork.
- Coordinate with the sales team, customers, and manufacturers to support daily operations.
- Monitor and follow up on production schedules and delivery timelines.
- Delivery control.
- Update and maintain customer and sales information in the internal system.
- Assist with basic export documentation, such as commercial invoices and packing lists.
- Provide administrative assistance to the sales team.
- Handle office coordination tasks, including building management communication, travel arrangements, and general administrative support.
- Perform other related tasks as assigned.

## JOB REQUIREMENTS

- This position, salary around 20,000 – 22,000 THB
- Can start working immediately will be advantage.
- Graduate in institution of education level, bachelor's degree or higher in any related fields.
- Experience around 1 year experience in Sales support, Sales Coordinator, Sales Admin.
- Able to use computer literacy in MS Office, Excel
- Strong knowledge of Thai tax law and payroll regulations.
- Able to use basic English in work.
- Able to travel to work around BTS Saladaeng, Bangkok

**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