



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

June 16th, 2026 17:01

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

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Company Description