



PR/119009 | Japanese Speaking - Sales Coordinator and Interpreter (N3+)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1577625

Industry

Other

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 10:26

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Japanese Speaking - Sales Coordinator & Interpreter (N3+)

Salary: 25,000–45,000 THB (incl. language allowance)

Location: Bangkok (Near BTS)

Working Hours: Mon–Fri, 08:30–17:30 (Office-based)

Our client, a leading company specializing in asphalt plant sales and maintenance services, is seeking a **Japanese Speaking Sales Support & Interpreter** to join their Sales Department. This role provides comprehensive support to the Sales team and General Manager, including administrative tasks, coordination, documentation, and language support.

Job Responsibilities

- Prepare quotations and various sales-related documents.
- Summarize marketing data and sales activity reports.

- Control delivery schedules and monitor spare parts inventory.
- Coordinate import activities, including communication with shipping agents for spare parts.
- Issue Purchase Orders (POs) and liaise with factories on plant-related matters.
- Issue billing documents & invoices and follow up on payment status.
- Handle accounts payable for suppliers and factories.
- Coordinate with internal departments and support the sales team as assigned by the General Manager.
- Perform interpreting duties in internal/external meetings and prepare meeting minutes.
- Translate documents between Thai, Japanese, and English.
- Perform other related tasks as assigned.

Qualifications

- Bachelor's degree in any related field.
- Good command of Japanese (JLPT N3 or above; N2/N1 preferred).
- Good command of English (written & spoken).
- Minimum 3 years of experience in sales support, admin, or interpreter roles.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Strong communication, coordination, and multitasking skills.
- Interest in sales-related responsibilities.

Benefits

- Annual bonus based on company performance
- Annual salary adjustment and performance review
- Social insurance
- Provident fund
- Diligence allowance
- Annual coin reward program
- Group life insurance
- Annual leave
- Company phone / computer
- Transportation allowance
- Business trip allowance
- Annual health check-up
- Company uniform
- Special company holidays
- Birthday gift (subject to performance)

If you are interested, click **APPLY NOW**. Please note that only shortlisted candidates will be contacted due to the high number of applicants.

#LI-JACTH

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Company Description