



PR/119020 | Sales Support, Admin (Japanese-speaking, JLPT N3)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1577632

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 10:26

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Sales Support, Admin (Japanese-speaking, JLPT N3)

Salary Range

- Basic salary: 35,000 – 40,000 THB (negotiable)

Job Summary

We are seeking a dedicated team member to be assigned to a partner supermarket chain. This role involves supporting daily store operations, facilitating communication with Japanese expatriates, and acting as a future liaison between the partner organization and our internal sales team.

Key Responsibilities

- Work as part of the dispatched supermarket team and follow operational instructions from the partner organization

during the assignment period.

- Dispatch period ranges from a minimum of 6 months to a maximum of 12 months.
- During the dispatch period, the employee must report progress and communication updates to the sales management team at least once per week.
- After completing the dispatch assignment, the employee will officially join our internal sales team.
- Provide support for product stocking and shelf arrangement, along with other tasks assigned by supervisors at the host organization.
- Communicate regularly with Japanese expatriate staff and provide full support for their day-to-day activities.
- Build and maintain strong relationships with the host organization, eventually serving as a communication bridge between them and our sales department.

Qualifications

- Bachelor's degree in any field (Business, Marketing, Retail Management, or related fields is a plus).

- Japanese language proficiency at approximately **JLPT N3** or higher.

- Strong communication and interpersonal skills.

Ability to work in a fast-paced retail environment.

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Company Description