



PR/119215 | Sales Admin Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1581852

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 21st, 2026 05:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Qualifications

- Bachelor's degree or higher in a related discipline.
- Over 8-10 years of experience in Sales or Sales Administration.
- Strong command of English at a business communication level.
- Proficient in Microsoft Office, with advanced skills in PowerPoint and Excel.
- Background in the automotive is an advantage.
- Ability to work efficiently under tight deadlines and deliver on targets/KPIs.
- Highly motivated with a strong drive to achieve goals.

- Demonstrates an ownership mindset with strong focus on profitability.
- Strong leadership capability, including mentoring and coaching team members.
- Strong organizational and team management abilities.
- Solid analytical skills paired with logical problem-solving capabilities.

Job description

- Lead and manage the team to support Sales through coordination, monitoring, analysis, and reporting.
- Set team targets and ensure all team members work toward achieving them.
- Improve department processes and operational standards.
- Collect and maintain margin-reduction documents and prepare quarterly analysis reports.
- Supervise the team in preparing sales documents such as quotations and signed contracts.
- Oversee the tracking, recording, and processing of Fine Ticket management operations.
- Manage RPA processes related to Fine Tickets, M-Flow, and Delay Payment workflows.
- Handle document control, review accuracy, and submit all Sales-related documents into the Document Management System.
- Manage M-Flow penalty charges received for SMAT.
- Coordinate closely with internal and external parties for document submissions (e.g., lease agreements, payment confirmation letters, credit checks, request orders, purchase orders, and other related documents).
- Motivate and support team members to meet both individual and team goals.
- Summarize key issues and regularly report potential risks or concerns that may impact targets to relevant stakeholders.

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Company Description