



## 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.

**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