



PR/119278 | Sales Assistant (Urgent Hiring!)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1585953

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 2nd, 2026 11:01

General Requirements

Minimum Experience Level

Over 3 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

Position: Sales Support/Sales Assistant/Sales Coordinator (Urgent Hiring!)

Location: Silom, Bangkok

Key Responsibilities:

- Support sales activities and serve as a primary point of contact for client inquiries.
- Execute import/export processes, including customs clearance and legal documentation.
- Coordinate freight logistics, vessel scheduling, and transport booking.
- Resolve customer complaints efficiently to ensure long-term satisfaction.
- Produce and manage high-quality English-language business documents.

Qualifications:

- Experience in Sales Support (Import/Export) or Logistics Coordination.
- Proficient in English communication (Written & Spoken).
- Skilled in preparing invoices, PO, forecast, and import-export documentation.
- Basic MS Excel skills.
- **Available to start immediately.**

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