



PR/119954 | Sales Support (Japanese Speaking, JLPTN3+)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1600897

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 03:00

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

Job Title: Sales Support (Japanese Speaking, JLPTN3+)

Location: Bangplee, Samutprakarn

Job Type: Full-time, Monday – Friday from 08:00 to 17:00 with Alternative Saturday

Industry: Manufacturing / Construction products

Responsibilities:

- Support clients on inquiries, requests, and during online meetings.
- Support in document translation from TH-JP or JP-TH (if have any).
- Support Sales on documentation tasks (quotation, purchase order, invoice, etc.).
- Cross-functional team coordination, including production line, engineer, purchase, etc.

- Translate and interpret between Thai and Japanese staff (business meetings, morning meetings, etc.)
- Other tasks as assigned.

Qualifications:

- Bachelor's degree in any field.
- New graduates are welcome.
- Experience in Sales Support, Sales Admin, or related position will be an advantage.
- Proficient in Microsoft Office (Word, Power Point, Excel).
- Proficient in Japanese (minimum intermediate or JLPTN3+).
- Proficient in English (minimum intermediate level).

Benefits:

- Annual Salary Increment.
- Annual Bonus (variable).
- Position Allowance (follows company's structure).
- Japanese Language Allowance (follows company's structure).
- Car Maintenance Allowance: 6 THB/KM. (when visiting client).
- Free Lunch.
- Perfect Attendance: 350-1,500 THB.
- Transportation Allowance.
- Provident Fund.
- Social Security.
- Group Insurance.
- Annual Health Check-up.
- Company's trips and party.

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

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