



JAC Recruitment

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JAC Recruitment Thailand

PR/119977 | Sales Assistant (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1600912

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 21st, 2026 02:00

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

Sales Assistant (Japanese Speaking)

Salary: 25,000 - 35,000 THB/month**Working Hours:** Mon–Fri / 08:30–17:30 (Onsite)**Location:** Bang Na, Bangkok

A Japanese-owned company specializing in environmental and energy-saving solutions is looking for a Japanese-Speaking Sales Assistant to support business operations and client projects. This position offers the opportunity to work directly with Japanese management while coordinating with local customers, contractors, and business partners.

Key Responsibilities

- Coordinate with contractors and service providers regarding project installations

- Follow up with clients after project completion Support communication between Japanese management and local customers
- Provide interpretation support during meetings (Japanese ↔ Thai / English)
- Prepare quotations, contracts, and sales-related documents
- Handle customer inquiries and maintain client relationships
- Assist management with sales support and administrative tasks

Qualifications

- Bachelor's degree in any field Intermediate Japanese communication skills Intermediate English communication skills
- Valid driver's license Willingness to travel for client visits approximately 2 times per week
- Good computer skills (Microsoft Office) Positive attitude and strong interpersonal skills
- Comfortable working in a small organization Preferred
- Experience in sales support, coordination, customer service, or interpretation Experience working with manufacturing companies or Japanese businesses

Benefits:

- Annual bonus
- Transportation reimbursement
- Perfect attendance allowance: THB 1,000/month
- Health insurance
- Social Security
- Annual leave according to company policy

Interested applicants, please click APPLY NOW. Only shortlisted candidates will be contacted due to the high volume of applications.

#LI-JACTH

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

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Company Description