



PR/119922 | Sales Assistant

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1602423

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 01:00

General Requirements

Minimum Experience Level

Over 3 years

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 Assistant

Key Responsibilities:

General Administrative Support

- Act as the first point of contact for visitors, phone calls, and email inquiries, directing them to the appropriate team members when needed.
- Maintain office systems, including both physical and digital filing, database management, and document control.
- Handle procurement of office supplies and equipment, and coordinate with vendors for purchasing, repairs, and maintenance.
- Oversee incoming and outgoing mail, courier services, and shipments.

Scheduling and Calendar Management

- Organize and manage schedules for managers and staff, including meetings, calls, and travel arrangements.
- Prepare meeting agendas, supporting materials, and minutes, and ensure follow-up on key action items.

Travel Coordination

- Arrange domestic and international travel, including flights, accommodations, transportation, visas, and insurance.
- Compile travel itineraries and ensure adherence to company travel policies.

Financial and Administrative Tasks

- Process expense claims, purchase requests, and reimbursements in line with company guidelines.
- Assist with invoice tracking, petty cash management, and basic budget monitoring, working closely with finance for reconciliation.
- Maintain accurate records of contracts, vendor agreements, and service arrangements.

Communication and Reporting Support

- Draft routine correspondence, internal communications, and stakeholder updates.
- Assist in preparing and formatting reports, presentations, and briefing materials.
- Manage contact databases and distribution lists.

Compliance and Recordkeeping

- Ensure compliance with company policies related to security, confidentiality, and health and safety.
- Keep updated emergency contact lists for staff and local partners.
- Support onboarding and offboarding processes for employees and contractors.

Sales Support

- Create tailored sales materials for Account Executives and clients, such as offer sheets and profit/loss calculations.
- Prepare and manage documentation including account opening forms, Statements of Work (SOW), and transaction records.

Reporting

- Generate regular and ad hoc reports for regional offices such as Tokyo, Hong Kong, and Singapore.

CRM Management

- Maintain and improve the CRM system, including troubleshooting issues.

Transaction Support

- Handle client trade orders.
- Prepare documentation for asset transfers.

Secretarial Support

- Provide administrative and secretarial assistance to the WCS team.

Ad Hoc Duties

- Support additional tasks as assigned.
- Provide backup support for team members when needed.

Required Qualifications

- Bachelor's degree or equivalent professional qualification.
- Strong communication skills in both Japanese and English (additional languages are a plus).
- Willingness to obtain IC licenses (P1 and E1).
- Well-organized, dependable, and able to multitask under pressure.
- Team-oriented with a positive, service-minded attitude.
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) and familiar with collaboration tools such as Google Workspace and Microsoft Teams.
- Strong attention to detail with excellent organizational and prioritization skills.

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Company Description