



JAC Recruitment

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JAC Recruitment Thailand

PR/120066 | Chinese Speaking Sales Assistant

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1603124

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 13:00

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

Responsibilities

- Overall operations supporting sales activities
- Customer Service (CS): Order processing
- System-related
- Register new customers, suppliers, and items in the system
- Prepare quotations, payment terms, and credit applications
- Update customer forecasts and arrange sample shipments
- Handle documents such as data sheets, MSDS, RoHS, etc.
- Follow up on Salesforce input
- Operations-related
- Provide customers with responses on pricing, delivery schedules, and payment terms (after confirmation from Sales)
- Prepare various reports (e.g., exchange rates, inventory turnover)
- Follow up on delivery schedules and handle delivery issues
- Manage BOI-related tasks (mainly for Chinese and Taiwanese customers)

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