



JAC Recruitment

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JAC Recruitment Thailand

PR/120076 | Sales Assistant

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1603131

Industry

Logistics, Storage

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

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Salary: 25,000 - 35,000 THB

Position: Sales Assistant

Location: Bangna-Trad Road, Km. 16, Bang Chalong Subdistrict, Bang Phli District, Samut Prakan

Working Hours: Mon–Fri, 8:00–17:00

Responsibilities & Accountabilities

- Receive and process customer orders accurately
- Monitor logistics schedules and ensure timely delivery.
- Manage purchase orders, petty cash, and assist with monthly closing and audits.

- Act as liaison between Japanese management and Thai accounting staff.
- Provide general assistance to the Sales Manager and MD as required.

Requirements

- Bachelor's Degree in any field.
- 2+ years' experience in admin, sales support, or related roles.
- Good personality and willingness to learn.
- English proficiency (TOEIC 600+).
- Japanese language not required (advantageous).

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