



PR/120179 | Sales Support (Event & Media Business) | JLPT N2+

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1607139

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 12:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Sales Support (Event & Media Business) | JLPT N2+

Salary: 30,000 - 50,000 THB/month as a total

Working Hours: Monday-Friday | Hybrid Work Arrangement

Location: Watthana, Bangkok

A well-established company in Thailand specializing in business events, media services, and corporate networking platforms is seeking a **Japanese-speaking Sales Support** professional to join its growing team. The organization works closely with both Japanese and Thai companies to create business opportunities and foster meaningful business connections.

Job Overview

As a Japanese-speaking Sales Support, you will assist in promoting business events, seminars, and advertising solutions while working closely with clients and internal teams. This role offers valuable exposure to business development, marketing, event planning, and B2B relationship management within the Thai and Japanese business communities.

Key Responsibilities

- Support sales activities for business events, seminars, and advertising services.
- Communicate with clients via email and assist in meeting coordination.
- Prepare sales documents, meeting minutes, and proposal materials.
- Attend client meetings and provide administrative support to the sales team.
- Coordinate with internal teams to ensure smooth project execution.
- Support event planning and post-sales project follow-up.

Qualifications

- Bachelor's degree in any field.
- Business-level Japanese (JLPT N2 or above).
- Conversational English skills.
- Strong communication and interpersonal skills.
- Interest in business, marketing, events, and networking.
- Proficiency in PowerPoint and Microsoft Office.
- Eager to learn, proactive, and career-oriented.

Benefits

- Annual bonus.
- Social Security.
- Group Health Insurance.
- Provident Fund (after probation).
- Paid annual leave (6 days from the second year onward).
- Company parties (quarterly or annually).
- Annual domestic company retreat.
- Extended New Year holiday.

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

#LI-JACTH

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Company Description