



PR/120439 | Sales Executive

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1614263

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:42

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position Overview

The Sales Executive is responsible for managing customer relationships and supporting the overall sales process, including sales activities, price agreements, order management, invoicing, payment collection, and sales documentation. The role involves both office-based work and customer visits to ensure smooth business operations and customer satisfaction.

Working Arrangement

- Office Work : 50%
- Outside Sales Activities : 50%

Job Responsibilities

- Conduct extensive sales activities to maintain and develop relationships with both Japanese and local clients.
- Handle sales activities related to price agreements and negotiations with customers.
- Process and manage customer order entries accurately and in a timely manner.
- Prepare and issue invoices to customers in accordance with sales transactions.
- Follow up on outstanding payments and collect payments from customers.
- Prepare and maintain sales-related documents and supporting documentation.
- Coordinate and support overall sales activities to ensure smooth business operations.
- Perform other duties related to sales operations as assigned.

Qualification

- Bachelor's degree in Business, Marketing, Engineering, Architecture, Construction Management, or related fields.
- 3 years of sales experience in building materials or construction-related industries.
- Experience in exterior building materials and facade-related products is preferred:
 - Steel Doors & Rolling Shutters
 - Aluminum Windows
 - Window & Door Components
 - Glass Products
 - Paint / Coating Products
- Experience working with Japanese construction companies is highly preferred.
- Strong communication, negotiation, and relationship management skills.
- Proficient in Microsoft Excel, Word, and PowerPoint.
- English proficiency at Intermediate level or above.
- Own car and valid driver's license.
- Self-motivated, enthusiastic, and responsible.

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Company Description