

PR/120825 | Sales Support

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1623946

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 10:22

General Requirements

Minimum Experience Level
Over 1 year

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

Company: Steel tube and pipe distributor/manufacturer serving industrial such as oil&gas, EPC, construction, manufacturing, energy, infrastructure, and engineering projects.

Location: New Phetchaburi Road & Wireless Road Intersection

Salary: 20,000 – 3,000 THB (Fresh Graduate is also welcome)

Key Responsibilities

- Responded to customer inquiries via phone, email, and online channels, providing product information and support.
- Prepared quotations, processed sales orders, and followed up with customers to ensure smooth order completion.

- Coordinated with procurement, warehouse, and logistics teams to support product availability and on-time delivery.
- Maintained customer records and updated sales information in ERP/CRM systems.
- Prepared sales-related documents, including quotations, invoices, delivery notes, and other administrative paperwork.
- Assisted the sales team with customer relationship management, sales reporting, inventory checks, and daily administrative tasks.

Qualifications

- Bachelor's degree in Business Administration, Marketing, Engineering, Industrial Technology, International Business, or a related field.
- Fresh graduates or 1-2 years of working experience in related to Sales Support
- Good communication and interpersonal skills.
- Proficient in Microsoft Office, particularly Excel, Word, and PowerPoint.
- Good English to report to foreigner supervisor
- Strong organizational and administrative skills with attention to detail.

Interested candidates, please send your resume in English to us.

JAC Personnel Recruitment Ltd

10F Emporium Tower, 622 Sukhumvit Soi 24, Klongton, Klongtoey, Bangkok 10110

Contact: K. Napaphach

Office Number: 066-097-2958

Time: 9:00 AM – 6:00 PM

Website: https://www.jac-recruitment.co.th

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