



PR/118887 | Sales Assistant

#### 募集職種

##### 人材紹介会社

ジェイエイシーリクルートメントタイランド

##### 求人ID

1574726

##### 業種

その他（メーカー）

##### 雇用形態

正社員

##### 勤務地

タイ

##### 給与

経験考慮の上、応相談

##### 更新日

2026年04月21日 14:00

#### 応募必要条件

##### 職務経験

1年以上

##### キャリアレベル

中途経験者レベル

##### 英語レベル

基礎会話レベル

##### 日本語レベル

無し

##### 最終学歴

短大卒：準学士号

##### 現在のビザ

日本での就労許可は必要ありません

#### 募集要項

##### OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

Sales Administrator (Workplace around BTS Saladaeng, Bangkok)

Position: Sales Administrator

Location: BTS Saladaeng, Bangkok

Business: Trading

Working hour: Monday – Friday, 8.30 AM – 17.00 PM

## JOB RESPONSIBILITIES

- Working in small company office, trading business, this position handle sales document, sales administration, office admin, document control.
- Prepare essential sales documentation, including purchase orders, invoices, and other general paperwork.
- Coordinate with the sales team, customers, and manufacturers to support daily operations.
- Monitor and follow up on production schedules and delivery timelines.
- Delivery control.
- Update and maintain customer and sales information in the internal system.
- Assist with basic export documentation, such as commercial invoices and packing lists.
- Provide administrative assistance to the sales team.
- Handle office coordination tasks, including building management communication, travel arrangements, and general administrative support.
- Perform other related tasks as assigned.

## JOB REQUIREMENTS

- This position, salary around 20,000 – 22,000 THB
- Can start working immediately will be advantage.
- Graduate in institution of education level, bachelor's degree or higher in any related fields.
- Experience around 1 year experience in Sales support, Sales Coordinator, Sales Admin.
- Able to use computer literacy in MS Office, Excel
- Strong knowledge of Thai tax law and payroll regulations.
- Able to use basic English in work.
- Able to travel to work around BTS Saladaeng, Bangkok

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会社説明