



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02月10日 10:01

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