



## PR/119278 | Sales Assistant (Urgent Hiring!)

### 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

1585953

#### 業種

その他（商社）

#### 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05月19日 05:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 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

Position: Sales Support/Sales Assistant/Sales Coordinator (Urgent Hiring!)

Location: Silom, Bangkok

#### Key Responsibilities:

- Support sales activities and serve as a primary point of contact for client inquiries.
- Execute import/export processes, including customs clearance and legal documentation.
- Coordinate freight logistics, vessel scheduling, and transport booking.
- Resolve customer complaints efficiently to ensure long-term satisfaction.
- Produce and manage high-quality English-language business documents.

Qualifications:

- Experience in Sales Support (Import/Export) or Logistics Coordination.
- Proficient in English communication (Written & Spoken).
- Skilled in preparing invoices, PO, forecast, and import-export documentation.
- Basic MS Excel skills.
- **Available to start immediately.**

**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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会社説明