



PR/119954 | Sales Support (Japanese Speaking, JLPTN3+)

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

1600897

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09月01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

日常会話レベル

日本語レベル

日常会話レベル

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

Job Title: Sales Support (Japanese Speaking, JLPTN3+)

Location: Bangplee, Samutprakarn

Job Type: Full-time, Monday – Friday from 08:00 to 17:00 with Alternative Saturday

Industry: Manufacturing / Construction products

Responsibilities:

- Support clients on inquiries, requests, and during online meetings.
- Support in document translation from TH-JP or JP-TH (if have any).
- Support Sales on documentation tasks (quotation, purchase order, invoice, etc.).
- Cross-functional team coordination, including production line, engineer, purchase, etc.

- Translate and interpret between Thai and Japanese staff (business meetings, morning meetings, etc.)
- Other tasks as assigned.

Qualifications:

- Bachelor's degree in any field.
- New graduates are welcome.
- Experience in Sales Support, Sales Admin, or related position will be an advantage.
- Proficient in Microsoft Office (Word, Power Point, Excel).
- Proficient in Japanese (minimum intermediate or JLPTN3+).
- Proficient in English (minimum intermediate level).

Benefits:

- Annual Salary Increment.
- Annual Bonus (variable).
- Position Allowance (follows company's structure).
- Japanese Language Allowance (follows company's structure).
- Car Maintenance Allowance: 6 THB/KM. (when visiting client).
- Free Lunch.
- Perfect Attendance: 350-1,500 THB.
- Transportation Allowance.
- Provident Fund.
- Social Security.
- Group Insurance.
- Annual Health Check-up.
- Company's trips and party.

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

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