



JAC Recruitment

タイの求人なら
JAC Recruitment Thailand

PR/119977 | Sales Assistant (Japanese Speaking)

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

1600912

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07月21日 02:00

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

Sales Assistant (Japanese Speaking)

Salary: 25,000 - 35,000 THB/month

Working Hours: Mon–Fri / 08:30–17:30 (Onsite)

Location: Bang Na, Bangkok

A Japanese-owned company specializing in environmental and energy-saving solutions is looking for a Japanese-Speaking Sales Assistant to support business operations and client projects. This position offers the opportunity to work directly with Japanese management while coordinating with local customers, contractors, and business partners.

Key Responsibilities

- Coordinate with contractors and service providers regarding project installations

- Follow up with clients after project completion Support communication between Japanese management and local customers
- Provide interpretation support during meetings (Japanese ↔ Thai / English)
- Prepare quotations, contracts, and sales-related documents
- Handle customer inquiries and maintain client relationships
- Assist management with sales support and administrative tasks

Qualifications

- Bachelor's degree in any field Intermediate Japanese communication skills Intermediate English communication skills
- Valid driver's license Willingness to travel for client visits approximately 2 times per week
- Good computer skills (Microsoft Office) Positive attitude and strong interpersonal skills
- Comfortable working in a small organization Preferred
- Experience in sales support, coordination, customer service, or interpretation Experience working with manufacturing companies or Japanese businesses

Benefits:

- Annual bonus
- Transportation reimbursement
- Perfect attendance allowance: THB 1,000/month
- Health insurance
- Social Security
- Annual leave according to company policy

Interested applicants, please click APPLY NOW. Only shortlisted candidates will be contacted due to the high volume of applications.

#LI-JACTH

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