



PR/119922 | 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

1602423

業種

監査・税理士法人

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08月25日 01:00

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

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 Assistant

Key Responsibilities:

General Administrative Support

- Act as the first point of contact for visitors, phone calls, and email inquiries, directing them to the appropriate team members when needed.
- Maintain office systems, including both physical and digital filing, database management, and document control.
- Handle procurement of office supplies and equipment, and coordinate with vendors for purchasing, repairs, and maintenance.
- Oversee incoming and outgoing mail, courier services, and shipments.

Scheduling and Calendar Management

- Organize and manage schedules for managers and staff, including meetings, calls, and travel arrangements.
- Prepare meeting agendas, supporting materials, and minutes, and ensure follow-up on key action items.

Travel Coordination

- Arrange domestic and international travel, including flights, accommodations, transportation, visas, and insurance.
- Compile travel itineraries and ensure adherence to company travel policies.

Financial and Administrative Tasks

- Process expense claims, purchase requests, and reimbursements in line with company guidelines.
- Assist with invoice tracking, petty cash management, and basic budget monitoring, working closely with finance for reconciliation.
- Maintain accurate records of contracts, vendor agreements, and service arrangements.

Communication and Reporting Support

- Draft routine correspondence, internal communications, and stakeholder updates.
- Assist in preparing and formatting reports, presentations, and briefing materials.
- Manage contact databases and distribution lists.

Compliance and Recordkeeping

- Ensure compliance with company policies related to security, confidentiality, and health and safety.
- Keep updated emergency contact lists for staff and local partners.
- Support onboarding and offboarding processes for employees and contractors.

Sales Support

- Create tailored sales materials for Account Executives and clients, such as offer sheets and profit/loss calculations.
- Prepare and manage documentation including account opening forms, Statements of Work (SOW), and transaction records.

Reporting

- Generate regular and ad hoc reports for regional offices such as Tokyo, Hong Kong, and Singapore.

CRM Management

- Maintain and improve the CRM system, including troubleshooting issues.

Transaction Support

- Handle client trade orders.
- Prepare documentation for asset transfers.

Secretarial Support

- Provide administrative and secretarial assistance to the WCS team.

Ad Hoc Duties

- Support additional tasks as assigned.
- Provide backup support for team members when needed.

Required Qualifications

- Bachelor's degree or equivalent professional qualification.
- Strong communication skills in both Japanese and English (additional languages are a plus).
- Willingness to obtain IC licenses (P1 and E1).
- Well-organized, dependable, and able to multitask under pressure.
- Team-oriented with a positive, service-minded attitude.
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) and familiar with collaboration tools such as Google Workspace and Microsoft Teams.
- Strong attention to detail with excellent organizational and prioritization skills.

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

会社説明