



JAC Recruitment

タイの求人なら
JAC Recruitment Thailand

PR/120066 | Chinese Speaking 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

1603124

業種

化学・素材

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18日 13:00

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

Responsibilities

- Overall operations supporting sales activities
- Customer Service (CS): Order processing
- System-related
- Register new customers, suppliers, and items in the system
- Prepare quotations, payment terms, and credit applications
- Update customer forecasts and arrange sample shipments
- Handle documents such as data sheets, MSDS, RoHS, etc.
- Follow up on Salesforce input
- Operations-related
- Provide customers with responses on pricing, delivery schedules, and payment terms (after confirmation from Sales)
- Prepare various reports (e.g., exchange rates, inventory turnover)
- Follow up on delivery schedules and handle delivery issues
- Manage BOI-related tasks (mainly for Chinese and Taiwanese customers)

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>

会社説明