



PR/120076 | 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

1603131

業種

物流・倉庫

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

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

Salary: 25,000 - 35,000 THB

Position: Sales Assistant

Location: Bangna-Trad Road, Km. 16, Bang Chalong Subdistrict, Bang Phli District, Samut Prakan

Working Hours: Mon–Fri, 8:00–17:00

Responsibilities & Accountabilities

- Receive and process customer orders accurately
- Monitor logistics schedules and ensure timely delivery.
- Manage purchase orders, petty cash, and assist with monthly closing and audits.

- Act as liaison between Japanese management and Thai accounting staff.
- Provide general assistance to the Sales Manager and MD as required.

Requirements

- Bachelor's Degree in any field.
- 2+ years' experience in admin, sales support, or related roles.
- Good personality and willingness to learn.
- English proficiency (TOEIC 600+).
- Japanese language not required (advantageous).

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