

PR/120825 | Sales Support

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
1623946

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11月24日 10:22

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
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

Company: Steel tube and pipe distributor/manufacturer serving industrial such as oil&gas, EPC, construction, manufacturing, energy, infrastructure, and engineering projects.

Location: New Phetchaburi Road & Wireless Road Intersection

Salary: 20,000 – 3,000 THB (Fresh Graduate is also welcome)

Key Responsibilities

- Responded to customer inquiries via phone, email, and online channels, providing product information and support.
- Prepared quotations, processed sales orders, and followed up with customers to ensure smooth order completion.

- Coordinated with procurement, warehouse, and logistics teams to support product availability and on-time delivery.
- Maintained customer records and updated sales information in ERP/CRM systems.
- Prepared sales-related documents, including quotations, invoices, delivery notes, and other administrative paperwork.
- Assisted the sales team with customer relationship management, sales reporting, inventory checks, and daily administrative tasks.

Qualifications

- Bachelor's degree in Business Administration, Marketing, Engineering, Industrial Technology, International Business, or a related field.
- Fresh graduates or 1-2 years of working experience in related to Sales Support
- Good communication and interpersonal skills.
- Proficient in Microsoft Office, particularly Excel, Word, and PowerPoint.
- Good English to report to foreigner supervisor
- Strong organizational and administrative skills with attention to detail.

Interested candidates, please send your resume in English to us.

JAC Personnel Recruitment Ltd

10F Emporium Tower, 622 Sukhumvit Soi 24, Klongton, Klongtoey, Bangkok 10110

Contact: K. Napaphach

Office Number: 066-097-2958

Time: 9:00 AM – 6:00 PM

Website: https://www.jac-recruitment.co.th

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