



PR/116089 | Sales Assistant (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1504320

Industry

Other

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:49

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title: Sales Assistant (Japanese Speaking)

Permanent position

Location: Silom, Bangkok

Job Type: Full-time, Monday – Friday from 08:00 to 17:00

Job Responsibility:

- **Sales Assistant**
 - Assist and support when client visit the office.

- Schedule management.
- Support Sales Team in sales documents.
- **Interpreter**
 - Interpret in Thai, English, and Japanese between internal staffs and clients.
- **Admin**
 - Handle billing and payment such as invoices.
 - Manage other tasks related to office management.

Qualifications:

- Bachelor's Degree in any field.
- Proficient in Japanese language (Minimum JLPT N2).
- Proficient in English language.
- Minimum 1 year of experience in Sales or Sales Assistant position.

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

Company Description