



PR/116202 | Sales Coordinator (Japanese Speaking) / N3-N2 / Up to 30K

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513334

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 12:18

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 Description

- Translate email from JP-EN to Thai, and Thai to JP-EN.
- Support communication between Japanese MD and Thai staff
- Support the Sales department by coordinating between Sales staff and Japan HQ
- Visit customers as Interpreter (about 1 time/month)
- Other tasks assigned by Japanese MD.

Necessary Skill / Experience

- Age 23 - 30 years old
- Bachelor's degree in a related field
- Good communication skills (Japanese: JLPT (N3-N2), English: communication level)
- New graduates are welcome
- Good administrative, positive attitude, and problem-solving skills.

Benefit

- Social Security
- Diligence allowance
- Group Insurance
- Provident fund
- Annual Health Check
- Uniform
- Bonus twice a year depending on performance

Company Description