



PR/116648 | Sales Coordinator (Japanese-speaking JLPT N3 or above)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1519913

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 4th, 2025 11:42

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

Position: Sales Coordinator (Japanese-speaking JLPT N3 or above)

Industry: General logistics-related equipment, Manufacturing

Location: Pathum Thani (Shuttle bus provided)

Working Hours: Monday - Friday 8:00 - 17:30 P.M. (Lunch 12:00-12:45)

Salary: 30,000 THB. / Month (Negotiable)

Job Responsibilities:

Main Handling Products: Warehouse construction, automated warehouses, racks

Job Responsibilities:

- Provide support to Japanese sales manager.
- Communicate frequently with Japanese clients and colleagues in Japan via email and phone calls, addressing detailed requests.
- Prepare and create documents in Japanese.
- Assist in various sales support tasks as needed.

Requirements:

- Proficiency in Japanese (N3 level or above).
- Strong communication skills in both Japanese and Thai.
- Ability to handle detailed requests and provide accurate information.
- Must possess a valid driving license.
- Willingness to learn and adapt to new tasks and responsibilities.

Benefits:

- Bonus
- Accident Insurance
- Provident Fund
- Yearly salary increases
- Shuttle Bus

Company Description