



PR/116651 | Sales Assistant (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1519914

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

March 4th, 2025 11:01

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, JLPTN3+)
Location:	Bang Bo, Samut Prakan
Job Type:	Full-time, Monday – Friday from 08:30 to 17:30 (Alternative Saturday)

Responsibility:

- Responsible for RFQs (Request for Quotation) from clients.
- Support and coordinate between clients and internal departments.
- Assist Thai staffs in interpretation and translation when visiting clients.

- Other related tasks as assigned.

Qualification:

- Minimum bachelor's degree in any field.
- Proficient in Japanese (minimum JLPTN3), and conversational level in English.
- Minimum 1-2 years of working experience as Sales Assistant or related field.
- Knowledge in Microsoft Office (Word, Excel, and Power Point).

Benefit:

- Annual bonus
- Transportation allowance
- Meal allowance
- Language allowance
- Annual leave
- Overtime payment

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