



PR/116760 | Sales Support (Japanese-Speaking JLPT N3 or above)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1523449

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 25th, 2025 10:32

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

Industry: Food

Weekly Days Off: Monday and Saturday

Delivery Days: Tuesday, Friday, Sunday (07:00-16:00)

Non-Delivery Days: Wednesday, Thursday (08:30-17:30)

Qualifications:

- At least 1 year of experience in a Sales Support role.
- Experience in logistics is a plus.

- Proficiency in written and spoken Japanese.
- Knowledge of the Japanese language is beneficial.
- Strong presentation and negotiation skills.
- High level of responsibility and eagerness to learn.
- Ability to work well under pressure and as part of a team.

Job Description:

- Oversee office stock, including frozen items, and record stock usage and activities.
- Order items that are running low.
- Manage office storage for items like foam boxes and plastic bags.
- Coordinate delivery schedules and manage the delivery team.
- Ensure the delivery team is well taken care of.
- Prepare and check items for delivery to customers.
Input delivery details into Salesforce.
- Create any data or documents requested by colleagues.
- Compile monthly time records and schedules for the delivery and sales support departments.
- Address customer inquiries and resolve issues.
- Handle tasks such as sharing invoices with customers and creating data files as requested.

Company Description