



## PR/116234 | Sales Support (Japanese Speaking)

### 募集職種

#### 人材紹介会社

ジェイ エイ シー リクルートメント タイランド

#### 求人ID

1524280

#### 業種

その他（メーカー）

#### 雇用形態

正社員

#### 勤務地

タイ

#### 給与

経験考慮の上、応相談

#### 更新日

2025年04月15日 06:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

**Job Title:** Sales Support (Japanese Speaking)

**Location:** Bangplee, Samut Prakarn

**Job Type:** Full-Time, Monday – Friday (8:00 AM - 5:00 PM with Alternative Saturday)

#### Job Responsibility:

- Respond to customer inquiries and requests via phone, email, and chat in a timely with courteous manner.
- Manage and support documentation tasks for Sales Team (quotation, invoice, PO, etc.).
- Research and compile customer data and competitor information.
- Stay up-to-date on company products and services.
- Translator and interpreter task (business meeting, morning meeting, etc.).
- Coordinate between Thai staff and Japanese staff in management level.

**Qualification:**

- Bachelor's degree in any field.
- New graduates are welcome.
- Knowledge in primary sales calculation and documentation is highly preferred.
- Knowledge in Microsoft Office (Microsoft Excel is a plus).
- Proficient in Japanese (minimum JLPTN3) and English (minimum intermediate level).

**Welfare & Benefit:**

- Transportation allowance.
- Perfect time attendance allowance.
- Variable bonus (Depend on performance).
- Salary increasement (Depend on performance).
- Japanese Language allowance.
- Overtime.
- Health Insurance and Social Security Insurance

**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!

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会社説明