



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03月04日 11:44

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!

会社説明