



**TYPE OF BUSSINESS : SERVICES**

## LOCATION

58,58/1-2, 3rd Floor, Soi Sukhumvit 63, Sukhumvit Road,  
Kwang Pharkanong Nua, Khet Wattana,  
Bangkok 10110 Thailand 10110  
Tel.: +662-390-0501-2,4  
Fax.: +662-714-1110

## EMPLOYEE

9 Persons

## YEAR OF

FOUNDATION OCT 10, 2011



## AVAILABLE POSITIONS

Sales

Specification:

- Fresh Graduated are welcome.
- Bachelor's degree in any field. (Related field are advantage)
- Has experience in Sales job (Advantage)
- Has car driving license
- Good communication in English (and Japanese)
- Computer Skill: MS.Office (Word/Excel/PowerPoint/Outlook)
- Able to work under pressure
- High responsibility and willing to learn

Job Description:

- Meeting with suppliers and attend MD when they come to Thailand for business trip
- Make Product list & Products 1Specification; and able to make a meeting record.
- Inspection products (Furniture, Home decoration, carpets, etc.)
- Do the other jobs assigned by Manager
- Translate documents or/and email

Delivery Department

Job Description:

- Responsible for placing orders from Japan head office to the suppliers, follow up status to achieve on time delivery and manage to keep the progress as original schedule with the suppliers and update order status to Japan head office
- Management of the suppliers for delivery plan schedules and any problem of delay shipment
- Contact and coordinate with others department in company to facilitate Japan head office's requirement
- Assist the suppliers to decide what shipping terms is best applicable for every shipment and help them to decide what is the best condition for booking shipment
- Checking the shipping documents such as Invoice, Packing List, B/L, Form A, etc to ensure that all is correct to avoid any discrepancy
- Perform administrative duties and handle any assignment by Boss



## COMPANY'S PROFILE

NITORI TRADING (THAILAND) Co., Ltd. was set up in Bangkok as an Import Agent Company of NITORI HOLDINGS GROUP Co., Ltd. (The largest furniture and home furnishings retailer in Japan).

Our company's mission is "Bringing comfortable, luxurious home living to people all over the world"

Our main job is to service our Parent Company in Japan. By cooperating between Nitori Japan and suppliers(factory) in Thailand.

We support for both documents and assurance of quality control (QC) before factory send goods from Thailand to Japan.



## COMPANY'S WELFARE

- |  |                               |
|--|-------------------------------|
| 1. Bonus (2 Times/Year)                                  | 7. Working Program at Oversea |
| 2. Health Insurance                                      | 8. Company Trip               |
| 3. Medical Check up                                      | 9. Business Trip              |
| 4. Influenza Vaccination                                 |                               |
| 5. Annual Leave 6 days / Year                            |                               |
| 6. Money Congratulations<br>( Marriage, Birth of Child ) |                               |



## COMPANY'S MESSAGE

"Bringing comfortable, luxurious home living to people all over the world"

Base on this aspiration, the NITORI Group has outlined a long-term vision and is devoting all of its energy to achieving this dream.

The NITORI group comprises several companies, including: NITORI Co., Ltd. which deals in retails home furnishings and home décor; NITORI FURNITURE Co., Ltd. with manufacturing subsidiaries in Indonesia and Vietnam; our logistic arm HOME LOGISTICS Co., Ltd; NITORI PUBLIC Co., Ltd. for advertising and publicity, and insurance provider NITORI FACILITY Co., Ltd. By clarifying the functional roles and responsibilities within the group, we are able to ensure a more nimble and flexible management style and enhance our corporate value in this rapidly changing business environment.



STAFFS  
NITORI TRADING (THAILAND) CO., LTD.

การได้เข้ามาทำงานที่บริษัทนี้เป็นความภูมิใจอย่างหนึ่ง เพราะเป็นบริษัทชั้นนำของประเทศญี่ปุ่น ซึ่งเป็นที่รู้จักกันอย่างแพร่หลาย สิ่งที่ได้รับจากการทำงานคือ การได้พบปะกับลูกค้าและผู้คนมากมาย รวมถึงการได้ฝึกภาษาในชีวิตจริง ทั้งภาษาอังกฤษและภาษาญี่ปุ่น ซึ่งสำหรับคนที่ไม่ได้ภาษาญี่ปุ่นก็ยังมีคอร์สเรียนภาษาญี่ปุ่นหลังเลิกงานให้ฟรีด้วย รวมถึงประสบการณ์เมื่อมีโอกาสได้ไปประชุมที่ต่างประเทศ ร่วมกับบริษัทในไตรจากประเทศอื่น ๆ มากมาย เป็นประสบการณ์ที่หาไม่ได้ง่าย ๆ ครับ