



PR/116706 | Admin & Logistics Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1537045

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 16:20

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

Our client is the global company which is. Tier 1 for Automotive industry, They are hiring potential candidate who have qualification below.

Position : Admin & Logistics Coordinator

Location : Sriracha, Chonburi

Business Type : Automotive

Working day : Mon – Fri

Benefit :

- Salary: Total Package as 35,000 – 50,000 THB/month (Depend on experience)

Qualifications:

- **Experience:** 3+ years in supply chain or similar role, preferably in a multinational environment.
- **Skills:**
 - **Strong English** communication (written & communication).
If can speak Chinese is an advantage.
 - Proficient in MS Office, Excel, and accounting software.
 - Strong and have experience of logistics, bookkeeping, and ERP systems.
- **Personality:** Self-driven, organized, and detail-oriented with strong problem-solving skills.
- **Education:** Bachelor's Degree in Logistic, BBA, MBA, Accounting or related field (preferred).

Job description

- **Schedule container loading and manage export/import documentation.**
- Handle month-end accounting, bank transactions, and purchase orders (PO)
- Consolidate product quotations and maintain HR files securely.
- Support engineering teams with administrative tasks (scheduling, travel arrangements, etc.).
- Manage office supplies, contracts, and vendor relationships.
- Ensure efficient office workflows and provide visitor assistance.

JAC Personnel Eastern Seaboard Recruitment Ltd.

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Company Description