



PR/117659 | Logistics Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1552397

Industry

Other

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

July 22nd, 2025 10:10

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

New company set up in Service and Repair Electronics is seeking.

They are looking for a potential candidate who can fulfil their requirement as follows;

Position : Logistics Coordinator

Location : Muang, Chonburi

Business Type : Repair Electronics

Working day : Mon – Fri

Benefit :

- Salary: Total Package 25,000 – 35,000 THB/ month(depend on experience.)
- Bonus, Insurance

Qualifications

- Bachelor's Degree in Logistics&Supply,Business Administration or any relate field.
- Over 3 year experience in Logistics coordinator .
- Microsoft Office (Word, Excel, PowerPoint)
- Good command in English (Report to foreigner manager)
- No shuttle bus

Job Descriptions

- Packing carefully placing products into boxes or containers to protect them during transit,this includes choosing the right box size and using protective materials like bubble wrap or foam.
- Packing Materials managing and using materials such as boxes, tape, labels, cushioning, and pallets.
- Creating and Affixing Shipping Invoices ,packing list generating documents that detail the contents, value, and destination of the shipment. These are attached to the package for tracking and customs purposes.
- Sorting by Destination organizing packages based on where they are going—by region, country, or delivery route—to streamline logistics and reduce errors.

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Company Description