



PR/118495 | Purchase & Shipping Coordinator

Job Information

Recruiter[JAC Recruitment Thailand](#)**Job ID**

1565940

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 11:01

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our company is in response of customer demand for technical design and support the increasing of customer demand in major industries such as Electronics, Automotive, Food, Beverage, Pharmaceutical & Cosmetic and Machine Builder etc. We also supply for a wide range of quality pneumatic and compressed air equipment.

Job Title: Purchase & Shipping Coordinator

Business Type: Machinery/Factory

Location: Pathumthani

Job Type: Full-Time, Monday-Friday 08:30-17:30

Responsibilities:

- Responsible for both local and overseas purchasing activities, including sourcing, requesting quotations, price negotiation, and coordinating delivery schedules.
- Coordinate with overseas suppliers, freight forwarders, and customs brokers to ensure smooth import and export operations and on-time delivery.
- Review and verify purchasing documents such as purchase orders, invoices, packing lists, and shipping documents for accuracy and completeness.
- Follow up shipment schedules, monitor import/export status, and report progress to relevant departments.
- Check and review import/export declaration documents, customs tariffs, and other relevant shipping details.
- Prepare monthly reports summarizing purchasing, import/export activities, and delivery performance for management review.

Qualifications:

- Bachelor's degree in Business Administration, Logistics, International Business, Supply Chain Management, or related fields.
- Minimum 2–3 years of working experience in purchasing, import/export, or logistics coordination.
- Good knowledge of customs procedures, import/export documentation, and international shipping terms (Incoterms).
- Good command of English (spoken and written); TOEIC score 400 or higher is an advantage.
- Strong communication, coordination, and negotiation skills.
- Detail-oriented, proactive, and able to handle multiple tasks efficiently.
- Proficient in MS Office (Word, Excel, PowerPoint) and familiar with ERP systems.

Skills & Abilities:

- Proactive with excellent organizational and multitasking skills.
- Strong interpersonal skills, able to work with all levels of an organization and external clients.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Capable of working under pressure and managing competing priorities.
- Knowledge of sales metrics, reporting, and tracking tools is a plus.
- Fluency in English and Japanese for both written and verbal. Chinese language proficiency will be considered an advantage

Benefits:

- Working Hour: 08:30-17:30 hrs.
- Working days: Monday-Friday
- Language Skill Allowance
- Uniform
- Health and Accident Insurance
- Dental and/or Glasses Allowance
- Annual Health Check Up
- Annual Leave 10 days / Year
- Provident Fund
- Training
- Bonus (Depend on Individual Performance and Company Performance)
- Annual Salary Review (Depend on Individual Performance)

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!

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description