



PR/118688 | Export Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1570735

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 11:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Export Coordinator

Salary: 35,000 – 40,000THB +/- (Negotiable)

Location: Bangkok ,Bts Chongnonsi

Our client is big brand of Automotive and Industrial (A&I) equipment business, procure and sell critical components all over the world utilizing our comprehensive strength as a trading company.

Position:

Responsibilities:

- Get order from customer and update the schedule
- Be responsible for Inventory Control and in charge of both domestic and international
- Inventory Control and manage delivery schedule by contacting overseas branch and supplier
- Prepare PO and issue invoice
- Request shipment to supplier or warehouse (Ocean, Air, Truck)
- Check the documents related to Export customs clearance or Export entry
- Report weekly/monthly to report line
- Monitored weekly forecast and managed stock to ensure the delivery plan to customer smoothly.
- Maintained relationship with customer by providing prompt feedback and support for the urgent required.
- Communicated with internal department to ensure accurate and timely goods for export shipment.
- Coordinated with QA department to respond and quick resolve the NG issue, to not affect with customer production.

- Other tasks assigned by Manager

Qualifications:

- Bachelor's degree in Engineering (Electrical, Mechanical, Automation, or related field) or Business Administration with a strong technical aptitude.
- 5+ years of proven sales experience in the factory automation industry, with a successful track record of achieving sales targets.
- Strong technical understanding of factory automation products and solutions, such as PLCs, HMIs, motion control systems, robotics, sensors, and industrial networks.
- Excellent sales, negotiation, and presentation skills.

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Company Description