



## 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 brunch 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.

**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