



PR/118961 | Supply Chain & Operations Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1575554

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 02:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities:

- Process and manage customer orders, ensuring on-time delivery and accurate order status reporting.
- Coordinate with factories, suppliers, forwarders, and brokers to improve delivery performance and arrange shipments.
- Monitor, analyze, and adjust inventory levels based on forecasts and customer demand.
- Manage slow-moving and obsolete stock, including transfers, returns, and scrap proposals.
- Track service performance, prepare monthly KPI and stock reports for the Team Leader.
- Understand customer requirements, negotiate mutually beneficial solutions, and resolve operational issues, including onsite visits when required.

Qualification:

- Bachelor's degree in any field.
- At least 1 year of relevant work experience.
- Good command of English; TOEIC score of 600 or above is required.
- Detail-oriented, team-oriented, strong interpersonal skills.
- Able to work under pressure with a positive attitude.
- Strong service mindset with a good understanding of customer behavior.
- Computer literate skill with proficiency in Microsoft Excel (VLOOKUP, IF functions, Pivot Tables preferred).

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