



JAC Recruitment

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JAC Recruitment Thailand

## 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**

February 3rd, 2026 12:00

### 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