



PR/118975 | GA

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1575560

Industry

Other (Manufacturing)

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

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

JD – GA Officer (Admin & Purchasing)

- Handle general administrative tasks and document coordination.
- Support purchasing: issue PR/PO, contact suppliers, request quotations, and follow up deliveries.
- Maintain office supplies and support GA activities as assigned.

Qualifications

- Bachelor's Degree.
- Good English communication skills.
- Administrative or purchasing experience is an advantage.
- Detail-oriented, responsible, and able to coordinate well.

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Company Description