



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.

**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