



## PR/118999 | Business Administration Staff

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1577612

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

May 5th, 2026 15:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Basic

**Minimum Japanese Level**

Basic

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Business Administration Staff

Salary 27,600 - 32,000 THB/m.

Monday - Friday

Flexible Working Hour Time-In: 7:30 - 09:00 AM. // Time-Out: 4.30 - 6.00 PM.

Voluntary Work From Home: Monday and Friday

## Qualifications

- Bachelor's degree in any field.
- 1–2 years of experience in a related field.
- Good command of English with a TOEIC score of 650 or above (please attach TOEIC certificate if available).
- Experience in price handling, including quotation preparation and price negotiation.
- Strong passion and sense of ownership in an internal support role.
- Customer-oriented mindset with the ability to work well under pressure.
- Innovative mindset with a focus on operational improvement.
- Strong computer skills, particularly in Microsoft Excel (VLOOKUP, IF functions, and formulas).

## Job Description

### 1. Pre-Business Setup

- Support product samples for testing purposes.
- Prepare and support documentation such as environmental test reports, certificates, surveys, and datasheets.

### 2. Price Preparation and Control

- Conduct price negotiations with customers and internal teams.
- Prepare quotations for new inquiries, cost reduction initiatives, and exchange rate revisions.

### 3. Operation Management

- Register new parts in the system.
- Correct and recover orders with processing errors.
- Monitor Gross Contribution Margin (GCM) and take corrective actions for negative GCM.
- Issue Credit/Debit Notes in cases of incorrect pricing or sales discrepancies.

### 4. Other Responsibilities

- Prepare monthly summaries of daily tasks to share with team members.
- Support team improvement and operational enhancement projects.

**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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