



PR/119039 | Factory Administrative Assistant (N3 up)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1578080

Industry

Healthcare, Nursing

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 11th, 2026 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Factory Administrative Assistant (N3 up)

Location : Bangsaothong, Samutprakarn

Working : Mon-Fri 8:00-17:00

Job Description

Support factory operations by overseeing procurement activities, coordinating import and export processes, managing suppliers, and controlling inventory in compliance with GMP standards, customs regulations, and company policies.

Job Responsibilities

1. Oversee the procurement and purchasing of raw materials, packaging materials, consumables, and production-related equipment, including both GMP direct and indirect materials.
2. Manage supplier registration, qualification, evaluation, and performance monitoring, while supporting supplier audits and maintaining approved supplier documentation in accordance with GMDP requirements.
3. Coordinate with shipping companies, freight forwarders, and logistics service providers to ensure smooth import and export operations.
4. Prepare, review, and maintain procurement-related documentation in compliance with company procedures and Good Documentation Practice (GDP).
5. Conduct inventory control activities for materials and finished goods under Free Zone regulations, including recording inventory transactions, ensuring data accuracy in ERP systems, and preparing and maintaining customs-related documentation and reports.
6. Work closely with the Factory Manager and Operations Section Manager to align production planning, import schedules, and export activities.

Requirements and Qualifications

Qualifications:

- Bachelor's degree in logistics, business administration, or a related field.
- Experience in procurement, import-export operations, or inventory management within regulated industries.
- Japanese language proficiency at N3 level or above.
- Knowledge of GMP standards, customs procedures, and ERP systems.
- Strong digital literacy skills.
- Ability to manage multiple tasks, work independently, and collaborate effectively within a team.
- Ability to commute to the work site using a personal vehicle.

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Company Description