



PR/119076 | Controller

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1578101

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 16th, 2026 11:40

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Controller

Salary: 30,000 - 40,000 THB

Location: Chatujak, Bangkok

- **Job Control & Updates:** Monitor and update vehicle repair statuses on the Control Board system to ensure 100% accuracy and real-time data.
- **Workflow Planning:** Plan and manage repair schedules and delivery timelines by coordinating with Managers, Foremen, Technicians, and Service Advisors (SA).
- **Parts & Readiness Monitoring:** Track spare parts status and overall job readiness to prevent delays and minimize backlogs.
- **Additional Repair Coordination:** Coordinate additional repairs beyond the primary insurance claim; support SAs in

inspecting and seeking approval for extra work.

- Sublet Management: Monitor outsourced/external repair work to ensure compliance with planned schedules and deadlines.
- Reporting: Report job progress, operational issues, and delays to supervisors effectively.
- Quality & Documentation Control: Inspect vehicle condition and completeness both pre- and post-repair, including all relevant documentation.
- Data Analysis: Collect repair statistics and data to analyze and improve operational workflows.

Qualifications

- Education: High Vocational Certificate (Diploma) or Bachelor's Degree in Automotive Technology or a related field.
- Experience: 2–4 years of experience in Body & Paint (B&P) operations or repair control.
- Process Knowledge: Strong understanding of the end-to-end repair process, from vehicle intake and inspection to final delivery.
- Problem Solving: Proven ability in planning, job control, and handling immediate on-site issues effectively.
- Communication: Excellent coordination and communication skills, with the ability to work seamlessly with technicians and service teams.
- Technical Skills: Proficient in basic computer programs and Dealer Management Systems (DMS).
- Attributes: Highly responsible, systematic, and able to work effectively under pressure.
- Preferred: Experience in a standardized service center or a large-scale Body & Paint center will be given special consideration.

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Company Description