



PR/119107 | JS Building & FA Division Staff

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1579785

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 16th, 2026 17:01

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description: Receiving, Ordering, Importing, and Exporting Operations at AMEC On site Office
Duties for Imported JIT Delivery Items:

- Order processing
- Import arrangements (checking import documents)
- Price management
- Delivery schedule management
- Inventory management
- Quality management, others

Export and Triangular Trade Operations:

- Quotation preparation
- Order processing
- Export packaging arrangements
- Preparation and checking of export documents
- Delivery schedule management
- Quality management, others

Qualification:

- Thai Nationality
- Preferably with experience in material procurement and import/export operations.
- Bachelor's degree in related field
- Good communication in English (TOEIC score of 600 or higher is preferred.)
- Japanese: N3 Certification is required.
- Excellent interpersonal skill
- Computer literacy is required. (Microsoft Office)

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Company Description