



PR/118929 | Customer Service

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1584416

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

June 9th, 2026 05:00

## General Requirements

**Minimum Experience Level**

Over 3 years

**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

Salary: 25,000 –30,000THB

Location: BTS Bangna

## Responsibilities

- Provide daily sales and administrative support, including issuing POs and preparing forecasts.
- Liaise with customers to arrange deliveries and clarify requirements.
- Coordinate shipping activities and prepare necessary documentation.
- Monitor inventory levels and assist in resolving payment issues.
- Support documentation control for accounts receivable and payable.
- Maintain filing of permits, licenses, and compliance records.
- Work with forwarders to manage customs clearance for imports and exports.
- Collaborate with warehouse teams on inbound/outbound shipments and transportation.

## Requirements

- Bachelor's degree in any discipline.

- 0–3 years of experience in sales coordination or a related field.
- Good command of English and Japanese is a plus.
- Ability to thrive in a fast-paced environment.
- Detail-oriented with a positive and proactive attitude.
- Independent, responsible, and able to manage multiple tasks effectively.

**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