



PR/119735 | Document Control

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1599018

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 10:49

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Laemchabang Industrial Estate

Responsibilities

- Document management
- Performs timely daily activities in own area of responsibility
- Maintains and reviews data to support the decision making
- Liaises with internal and external stakeholders in operational topics
- Identifies and provides development solutions in own area of expertise

- Ensures own performance meets set quality, safety and compliance standards
- Follow the company values, policies, regulations, QHSE rules and other requirementsContribute to a good and safe working environment

Qualification

- Bachelor's degree in Engineering or related fields.
- Administrative competence.
- Good administrative competence.
- Knowledge in EDMS

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Company Description