



## PR/119784 | Procurement (Japanese Speaking, JLPTN2)

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1599042

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 10:50

### General Requirements

**Minimum Experience Level**

Over 1 year

**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

**Job Title:** Procurement (Japanese Speaking, JLPTN2) \* Fresh graduates are welcome \*

**Location:** Bang Pa-in, Ayutthaya

**Job Type:** Full-time, Monday – Friday from 08:00 to 17:00 with 1-2 Saturday/month

**Industry:** Manufacturing / metal sheet fabrication and wire hardness assembly

**Responsibilities:**

- Inventory control and management using Excel.
- Manage invoices, purchase orders (PO), and place order to Japan headquarter.
- Collaborate with Japan headquarter with model changes or other urgent matters (mostly communicate via email, phone call for urgent matters).
- Coordinate with suppliers regarding order matter.
- Other tasks as assigned.

**Qualifications:**

- Minimum bachelor's degree in any field.
- Experience in procurement, purchasing, buyer, coordinator or similar role within the manufacturing business will be an advantage.
- **Fresh graduates are welcome.**
- Proficient in Microsoft Office (especially Excel).
- Proficient in Japanese (minimum upper-intermediate level or JLPTN2).
- Familiarity with Japanese manufacturing working environment will be an advantage.
- Multitasking and ability to work independently will be an advantage.

Benefits:

- Annual bonus (around 3.5 months)
- Transportation allowance
- Housing allowance (600 THB/month)
- Perfect attendance (500-1,000THB/month)
- Meal allowance 50 THB/day
- Company shuttle bus (from Bangkok University)
- Annual leaves and holidays (start from 6 days, +1 every year)
- Medical allowance support
- Business trip allowance (70 THB/day)
- Financial assistant allowance (funeral, wedding, etc.)
- Provident Fund (3%)
- Long service awards (5 years=1,000THB, 10 years=gold)
- Employee loan
- Annual salary increment
- Company party and trip

**How to Apply:** If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

**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