



PR/119817 | Regional Admin

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1599060

Industry

Other

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

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Reginal Admin (English and Chinese Speaking)

Location : Bangkok

Job Responsibilities

- Prepare quotations for spare parts and service contracts for customers in the SEA region.
- Record contracts in the CRM system and update internal trackers upon receiving customer purchase orders.
- Handle customer inquiries, follow up on issues, and resolve disputes when necessary.
- Maintain and update databases in the system.

- Generate invoices, credit notes, and other contract-related documents.
- Coordinate with HQ logistics for distributor order arrangements.
- Issue invoices according to customer requirements.
- Produce weekly and monthly reports as needed.
- Manage travel arrangements for the Service team.
- Support ad-hoc administrative tasks when required.

Preferred Qualifications

- Bachelor's degree or equivalent.
- Minimum of 2 years' experience in administration or customer service.
- Strong numerical accuracy and attention to detail.
- Proficiency in SAP and CRM systems (or similar platforms).
- Advanced Microsoft Excel skills, including VLOOKUP and Pivot Tables.
- Ability to work independently with minimal supervision.
- Excellent communication and interpersonal skills.
- Fluency in both English and Mandarin (spoken and written) for customer interaction.
- Must be based in Bangkok.

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