



PR/119823 | Production Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1599066

Industry

Retail

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

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities:

- Coordinate with manufacturing factories to ensure smooth production flow
- Manage and monitor production schedules, timelines, and delivery commitments
- Track development progress, including sample production and approvals
- Inspect and verify fabrics and materials used in production
- Work closely with inspection teams to ensure product quality standards
- Communicate and collaborate with Japanese stakeholders and partners

Qualifications:

- Bachelor degree in a related field.
- Strong attention to detail and accuracy
- A responsible self-starter who takes ownership of tasks
- Ability to work efficiently in a fast-paced environment
- Excellent multitasking and organizational skills
- Experience in garment or apparel production
- Japanese language skills
- Practical experience with Excel or Google Sheets
- Experience in OEM manufacturing, especially in the apparel industry

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Company Description