



PR/119905 | Building & FA Division Staff (JS Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1599111

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 10:51

General Requirements

Minimum Experience Level

Over 3 years

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 Description:

Receiving, Ordering, Importing, and Exporting Operations.

Imported JIT Delivery Operations

- Process purchase orders and ensure accurate order management.
- Coordinate import procedures and verify import documentation.
- Monitor and manage product pricing.
- Track and manage delivery schedules to ensure on-time shipments.
- Maintain inventory accuracy and monitor stock levels.
- Support quality control activities and handle other related operational tasks.

Export & Triangular Trade Operations

- Prepare quotations for customers and business partners.
- Process orders and coordinate shipment arrangements.
- Arrange export packaging and shipping preparation.
- Prepare and review export documents to ensure compliance and accuracy.
- Monitor delivery schedules and communicate with relevant stakeholders.
- Support quality management activities and perform other assigned duties.

*Qualifications:

- Bachelor's degree in Business Administration, Logistics, International Trade, Supply Chain Management, or a related field.

- Experience in material procurement, import/export operations, or logistics is preferred.
- Good command of English, both written and spoken (TOEIC score of 600 or above is an advantage).
- Japanese language proficiency at JLPT N3 level or higher is required.
- Strong communication and interpersonal skills.
- Proficient in Microsoft Office applications, especially Excel, Word, and PowerPoint.
- Detail-oriented, well-organized, and able to manage multiple tasks effectively.

*Allowances:

Lunch Allowance, Transportation Allowance, Housing Allowance, Shuttle bus, Group Insurance, Medical Aid, Provident Fund, Company trip, Company Party, and Bonus.

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Company Description