



PR/119931 | Customer Service Staff

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1600031

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 10th, 2026 07:00

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

- Provide excellent service to both domestic and international customers, handling inquiries and requests
- Process purchase orders (PO) and maintain accurate data in the system
- Coordinate with internal teams and shipping agents to ensure timely product delivery
- Handle import-export processes, including preparing C/O, invoices, and related documents
- Liaise with customs and relevant authorities for smooth operations
- Track sales records and outstanding items, including sample delivery management
- Plan delivery schedules and resolve unexpected issues effectively
- Perform other assigned duties

Qualifications

- Bachelor's degree in a related field
- Minimum 2 years' experience in Customer Service
- Strong responsibility, able to work under pressure and multitask
- Good English communication skills (spoken & written)
- Service-minded, proactive, and fast learner
- Knowledge of Japanese business culture is an advantage

- Able to commute independently; driver's license required for personal vehicle use

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Company Description