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JAC Recruitment Thailand

PR/120140 | Support Engineer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1605630

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 03:00

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

- Prepare project documentation, including cost estimates, schedules, work plans, permits, safety documents, and project reports.
- Coordinate construction and maintenance activities with customers, suppliers, engineers, and internal departments.
- Manage project-related transactions and records in ERP systems (Accpac/SAP B1), including job opening/closure, PR/PO creation, and data validation.
- Monitor project progress, costs, and documentation to ensure timely completion and compliance with approved budgets.
- Obtain supplier quotations, compare pricing, negotiate costs, and track deliveries and service completion.
- Review and verify project, supplier, and customer documents for accuracy and completeness before submission.
- Support permit application processes for LPG and Natural Gas systems with relevant government authorities.

- Maintain project documentation and equipment inventory records for traceability and operational efficiency.
- Prepare management reports, project forecasts, budget data, and operational performance analyses.
- Coordinate with Accounting, Auditors, and other stakeholders to support financial and compliance requirements.
- Prepare and manage engineers' work schedules, track work-in-progress (WIP), and provide operational support to the engineering team.
- Act as the primary coordinator for ERP system improvements and migration projects (e.g., Accpac to SAP Business One).
- Support invoicing, billing, and vendor management processes through SAP Business One.

Qualifications

- Bachelor's degree in Engineering, Business Administration, Project Management, or a related field.
- 0-1 year of experience in project coordination, administration, procurement, or a related role. Fresh graduates are welcome to apply.
- Proficient in Microsoft Office, especially Excel, Word, and PowerPoint.
- Strong organizational and documentation management skills.
- Good communication and coordination skills with internal teams, customers, and suppliers.
- Detail-oriented with strong analytical and problem-solving abilities.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Willingness to learn ERP systems such as Accpac and SAP Business One (SAP B1).
- Intermediate English communication skills, both written and spoken.

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Company Description