



PR/120214 | Customer Service Executive

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1607761

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 06:00

General Requirements

Minimum Experience Level

Over 3 years

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

Position: Customer Service Executive

Job Descriptions:

- Provide sales and administrative support daily (issue PO, send forecast, etc.)
 - Liaise with customers for delivery arrangements & requirements.
 - Coordinate with customers and prepare shipping documents as required.
- Coordinate with suppliers regarding shipment adjustments, delivery schedules, and logistics arrangements, as well as with forwarders on customs clearance processes for both import and export shipments.
- Monitor inventory and payment issues.
 - Support control document AR & AP.
 - Document filing for all necessary permits.
 - Liaise with warehouse both inbound & outbound shipment and transportation.
 - Perform other duties as assigned by the supervisor.

Qualification & Requirements:

- Degree holder.
- Minimum 1-3 years similar experience in sales coordinating in a similar industry.
- Proficiency in English language.
- Knowledge in Oracle & Japanese will be an added advantage.
- Able to work in a fast-paced environment.
- Meticulous with positive working attitude.
- Independent and must have initiative and responsibility

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Company Description