



PR/119923 | Delivery Control

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1609893

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 10:43

General Requirements

Minimum Experience Level

Over 3 years

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

Salary 25,00 - 35,000

Position Delivery Control

Location BTS Asok

Working Hours: Monday to Friday, 8:00 AM to 5:00 PM

Key Responsibilities

- Receive customer orders and process them in the system.
- Coordinate delivery schedules and communicate order status with customers.
- Coordinate with factories regarding production planning and inventory.
- Work closely with the Import/Export team to ensure smooth shipment operations.

- Prepare shipping documents, including invoices, packing lists, and related documentation.
- Monitor delivery progress and resolve any delivery-related issues.
- Support internal coordination with suppliers and other departments.

Qualifications

- Bachelor's degree in Business Administration, Logistics, Supply Chain Management, International Business, or a related field.
- Minimum 2 years of experience in Delivery Control, Customer Service, Sales Coordinator, Logistics, Supply Chain, Import/Export, or related functions.
- Experience in the electronics industry or trading company is an advantage.
- Proficient in Microsoft Office applications, especially Excel.
- English communication skills at a business level.

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Company Description