



JAC Recruitment

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JAC Recruitment Thailand

PR/120298 | Customer Service Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1609912

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 13:00

General Requirements

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

Position: Customer Service Officer

Salary: THB 18,000 - 20,000

Location: Sukhumvit 21 (Asoke)

Our client is a leading Japanese printing and packaging group with decades of expertise, providing innovative packaging solutions for food, consumer goods, healthcare, and pharmaceutical industries across Southeast Asia.

Working Conditions

- Working hours: Monday–Friday, 8:30 AM–5:30 PM

Responsibilities

- Deliver professional and timely customer support to ensure high customer satisfaction.
- Act as the main contact for customer inquiries and coordinate sales orders, deliveries, and requests via phone and email.
- Process sales orders and prepare related shipping, import, and export documentation.
- Coordinate with internal teams, suppliers, logistics providers, and customers to ensure smooth order fulfillment.

- Provide sales administration and operational support to the Sales team.
- Maintain accurate customer records, reports, and documentation.
- Perform administrative tasks to support daily business operations.
- Carry out other duties assigned by management as required.

Qualifications:

- Fresh graduates with excellent English communication skills are encouraged to apply.
- Strong interpersonal, communication, and coordination abilities, with a customer-focused mindset.
- Proficiency in Microsoft Office applications, particularly Excel; analytical skills will be considered an advantage.
- Previous experience in customer service, sales support, order management, or the packaging industry is an advantage.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

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Company Description