



JAC Recruitment

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JAC Recruitment Thailand

PR/120300 | Customer Service

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1609913

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 15th, 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 customer service support for automotive parts customers, mainly in Laem Chabang and Bangkok.
- Prepare documents and provide administrative support for Sales and QA teams.
- Coordinate with forwarders regarding import/export documentation and shipping activities.
- Liaise with customers and suppliers on delivery and shipment-related matters.
- Monitor product deliveries to ensure on-time delivery.
- Contact customers regarding documentation issues and follow-ups.
- Request and verify warehouse stock reports.
- Control inventory levels to prevent stock obsolescence and delivery delays.
- Coordinate with team members in both Laem Chabang and Bangkok offices.
- Perform other assigned duties.

Qualifications

- Bachelor's degree in Business Administration or a related field.
- 1-2 years of experience in office administration or sales coordination.
- Good English communication skills, both spoken and written.
- TOEIC score above 550 preferred.

- Basic knowledge of import, export, and customs clearance processes.
- Able to coordinate effectively with customers, suppliers, forwarders, and internal stakeholders.
- Driver's license required.

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.

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Company Description