



PR/119630 | Process Engineer (Assembly)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1614241

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:42

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Basic

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title: Process Engineer (Assembly Process)

Location: WHA Eastern Seaboard Industrial Estate 1, Chonburi, Thailand

Budget: Basic salary maximum to 30,000 THB/Month + Allowance

Position Overview

The role is responsible for supporting the development, organization, and standardization of company documentation to ensure compliance with internal and external audit requirements. The position plays a critical role in preparing the organization for integration with HQ audit processes.

Key Responsibilities

- Review, organize, and standardize existing documentation across departments.
- Develop and maintain documentation systems to ensure consistency and ease of access.
- Coordinate with internal stakeholders to ensure documentation aligns with HQ standards.
- Support audit preparation activities, including document readiness and retrieval.

- Identify gaps in current processes and recommend improvements.
- Ensure compliance with internal policies and external regulatory requirements.

Qualifications & Skills

- Strong attention to detail and organizational skills.
- Experience in documentation management, process improvement, or audit support is preferred.
- Ability to work collaboratively across teams.
- Good communication skills in English.
- Familiarity with audit processes or compliance standards is a plus.

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