

PR/120563 | Procurement Staff

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1616830

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 10:00

General Requirements

Minimum Experience Level
Over 1 year

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

Responsibilities

- Prepare quotations and process customer orders
- Coordinate procurement activities with suppliers
- Handle export documentation and shipping processes
- Manage delivery schedules and customer requirements
- Support quality control and related coordination tasks

Requirements

- Experience in Sales Coordinator, Export, Procurement, or Customer Service

- Familiar with export documents and logistics operations
- Good communication and coordination skills
- Able to communicate in English

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Company Description