

PR/120705 | Business Operation Staff

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1621220

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 10:59

General Requirements

Minimum Experience Level
Over 3 years

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

The Business Operation Staff role supports customer operations, order management, delivery coordination, and inventory planning to ensure smooth business operations and excellent customer service.

Responsibilities

- Manage customer orders and coordinate delivery schedules.
- Monitor order fulfillment and provide updates to customers.
- Coordinate with factories, suppliers, and logistics partners to ensure timely delivery.
- Support inventory planning, stock control, and demand forecasting.
- Analyze inventory trends and implement actions to optimize stock levels.

- Handle operational issues and work with stakeholders to find effective solutions.
- Prepare operational reports and monitor KPI performance.
- Visit customers when required to discuss operational matters and strengthen relationships.

Requirements

- Bachelor's degree in any field.
- More than 1 year of experience in operations, customer service, logistics, supply chain, inventory control, or related functions.
- Candidates with 4-6 years of experience in the electronics industry are highly preferred.
- Good command of English (TOEIC 600+ preferred).
- Strong Microsoft Excel skills, including experience with functions, data analysis, and reporting tools such as Pivot Tables, VLOOKUP, and IF
- Strong analytical, problem-solving, and coordination skills.
- Detail-oriented with a customer-focused mindset.
- Able to work under pressure and collaborate effectively with cross-functional teams.

About the Company

A global electronics solutions provider supporting customers across manufacturing and technology industries through supply chain, operational, and business support services.

#LI-JACTH

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
Terms and Conditions Link: https://www.jac-recruitment.th/terms-of-use

Company Description