

PR/120706 | Senior Business Operation Staff

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1621221

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 6 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

Senior Business Operation Staff role is responsible for order management, delivery coordination, inventory planning, and customer support to ensure smooth business operations. The position works closely with customers, suppliers, logistics partners, and internal teams while supporting operational improvements and team performance.

Responsibilities

- Manage customer orders and delivery schedules.
- Coordinate with suppliers, factories, and logistics partners to ensure on-time delivery.
- Monitor order status and provide updates to customers.
- Analyze demand forecasts and inventory levels to maintain stock availability.
- Manage slow-moving, excess, and obsolete inventory.

- Prepare operational reports and track KPI performance.
- Resolve delivery, stock, and service-related issues.
- Communicate with customers to understand requirements and provide solutions.
- Participate in customer meetings and support relationship management.
- Guide and support junior team members.

Requirements

- Bachelor's degree in any field.
- 6-11 years of experience in operations, supply chain, logistics, customer service, or related functions.
- Experience in the electronics or manufacturing industry is preferred.
- Previous experience supervising or leading team members.
- Good command of English (TOEIC 600+ preferred).
- Strong Excel skills, including Pivot Tables, IF, and VLOOKUP.
- Strong analytical, problem-solving, and coordination skills.
- Detail-oriented with a customer-focused mindset.
- Able to work under pressure and manage multiple priorities.
- Collaborative team player with the ability to work effectively across functions.

About the Company

A leading multinational company specializing in electronic components and technology solutions, supporting customers across various industries through its global manufacturing, supply chain, and sales network.

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Company Description