



PR/119039 | Factory Administrative Assistant (N3 up)

募集職種

人材紹介会社

ジェイエイシーリクルートメントタイランド

求人ID

1578080

業種

福祉・介護

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2026年04月13日 04:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Factory Administrative Assistant (N3 up)

Location : Bangsaothong, Samutprakarn

Working : Mon-Fri 8:00-17:00

Job Description

Support factory operations by overseeing procurement activities, coordinating import and export processes, managing suppliers, and controlling inventory in compliance with GMP standards, customs regulations, and company policies.

Job Responsibilities

1. Oversee the procurement and purchasing of raw materials, packaging materials, consumables, and production-related equipment, including both GMP direct and indirect materials.
2. Manage supplier registration, qualification, evaluation, and performance monitoring, while supporting supplier audits and maintaining approved supplier documentation in accordance with GMMP requirements.
3. Coordinate with shipping companies, freight forwarders, and logistics service providers to ensure smooth import and export operations.
4. Prepare, review, and maintain procurement-related documentation in compliance with company procedures and Good Documentation Practice (GDP).
5. Conduct inventory control activities for materials and finished goods under Free Zone regulations, including recording inventory transactions, ensuring data accuracy in ERP systems, and preparing and maintaining customs-related documentation and reports.
6. Work closely with the Factory Manager and Operations Section Manager to align production planning, import schedules, and export activities.

Requirements and Qualifications

Qualifications:

- Bachelor's degree in logistics, business administration, or a related field.
- Experience in procurement, import-export operations, or inventory management within regulated industries.
- Japanese language proficiency at N3 level or above.
- Knowledge of GMP standards, customs procedures, and ERP systems.
- Strong digital literacy skills.
- Ability to manage multiple tasks, work independently, and collaborate effectively within a team.
- Ability to commute to the work site using a personal vehicle.

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会社説明