



PR/118929 | Customer Service

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

1584416

業種

小売

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05月12日 06:00

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

ビジネス会話レベル

日本語レベル

無し

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

Salary: 25,000 –30,000THB

Location: BTS Bangna

Responsibilities

- Provide daily sales and administrative support, including issuing POs and preparing forecasts.
- Liaise with customers to arrange deliveries and clarify requirements.
- Coordinate shipping activities and prepare necessary documentation.
- Monitor inventory levels and assist in resolving payment issues.
- Support documentation control for accounts receivable and payable.
- Maintain filing of permits, licenses, and compliance records.
- Work with forwarders to manage customs clearance for imports and exports.
- Collaborate with warehouse teams on inbound/outbound shipments and transportation.

Requirements

- Bachelor's degree in any discipline.

- 0–3 years of experience in sales coordination or a related field.
- Good command of English and Japanese is a plus.
- Ability to thrive in a fast-paced environment.
- Detail-oriented with a positive and proactive attitude.
- Independent, responsible, and able to manage multiple tasks effectively.

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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会社説明