



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06月09日 05:00

### 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.

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会社説明