



## PR/119630 | Process Engineer (Assembly)

### 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

1598975

#### 業種

自動車・自動車部品

#### 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26日 10:48

### 応募必要条件

#### 職務経験

1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

基礎会話レベル

#### 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

Job Title: Process Engineer (Assembly Process)

Location: WHA Eastern Seaboard Industrial Estate 1, Chonburi, Thailand

Budget: Basic salary maximum to 30,000 THB/Month + Allowance

#### Position Overview

The role is responsible for supporting the development, organization, and standardization of company documentation to ensure compliance with internal and external audit requirements. The position plays a critical role in preparing the organization for integration with HQ audit processes.

#### Key Responsibilities

- Review, organize, and standardize existing documentation across departments.
- Develop and maintain documentation systems to ensure consistency and ease of access.
- Coordinate with internal stakeholders to ensure documentation aligns with HQ standards.
- Support audit preparation activities, including document readiness and retrieval.

- Identify gaps in current processes and recommend improvements.
- Ensure compliance with internal policies and external regulatory requirements.

#### Qualifications & Skills

- Strong attention to detail and organizational skills.
- Experience in documentation management, process improvement, or audit support is preferred.
- Ability to work collaboratively across teams.
- Good communication skills in English.
- Familiarity with audit processes or compliance standards is a plus.

**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