



PR/119784 | Procurement (Japanese Speaking, JLPTN2)

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

1599042

業種

その他（メーカー）

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09月06日 04:00

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

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

Job Title: Procurement (Japanese Speaking, JLPTN2) * Fresh graduates are welcome *

Location: Bang Pa-in, Ayutthaya

Job Type: Full-time, Monday – Friday from 08:00 to 17:00 with 1-2 Saturday/month

Industry: Manufacturing / metal sheet fabrication and wire hardness assembly

Responsibilities:

- Inventory control and management using Excel.
- Manage invoices, purchase orders (PO), and place order to Japan headquarter.
- Collaborate with Japan headquarter with model changes or other urgent matters (mostly communicate via email, phone call for urgent matters).
- Coordinate with suppliers regarding order matter.
- Other tasks as assigned.

Qualifications:

- Minimum bachelor's degree in any field.
- Experience in procurement, purchasing, buyer, coordinator or similar role within the manufacturing business will be an advantage.
- **Fresh graduates are welcome.**
- Proficient in Microsoft Office (especially Excel).
- Proficient in Japanese (minimum upper-intermediate level or JLPTN2).
- Familiarity with Japanese manufacturing working environment will be an advantage.
- Multitasking and ability to work independently will be an advantage.

Benefits:

- Annual bonus (around 3.5 months)
- Transportation allowance
- Housing allowance (600 THB/month)
- Perfect attendance (500-1,000THB/month)
- Meal allowance 50 THB/day
- Company shuttle bus (from Bangkok University)
- Annual leaves and holidays (start from 6 days, +1 every year)
- Medical allowance support
- Business trip allowance (70 THB/day)
- Financial assistant allowance (funeral, wedding, etc.)
- Provident Fund (3%)
- Long service awards (5 years=1,000THB, 10 years=gold)
- Employee loan
- Annual salary increment
- Company party and trip

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

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