



PR/119817 | Regional Admin

#### 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

1599060

業種

その他

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 10:50

#### 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

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

Regional Admin (English and Chinese Speaking)

**Location :** Bangkok

#### Job Responsibilities

- Prepare quotations for spare parts and service contracts for customers in the SEA region.
- Record contracts in the CRM system and update internal trackers upon receiving customer purchase orders.
- Handle customer inquiries, follow up on issues, and resolve disputes when necessary.
- Maintain and update databases in the system.

- Generate invoices, credit notes, and other contract-related documents.
- Coordinate with HQ logistics for distributor order arrangements.
- Issue invoices according to customer requirements.
- Produce weekly and monthly reports as needed.
- Manage travel arrangements for the Service team.
- Support ad-hoc administrative tasks when required.

#### Preferred Qualifications

- Bachelor's degree or equivalent.
- Minimum of 2 years' experience in administration or customer service.
- Strong numerical accuracy and attention to detail.
- Proficiency in SAP and CRM systems (or similar platforms).
- Advanced Microsoft Excel skills, including VLOOKUP and Pivot Tables.
- Ability to work independently with minimal supervision.
- Excellent communication and interpersonal skills.
- Fluency in both English and Mandarin (spoken and written) for customer interaction.
- Must be based in Bangkok.

**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