



PR/119905 | Building & FA Division Staff (JS Speaking)

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

1599111

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06月26日 10:51

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

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 Description:

Receiving, Ordering, Importing, and Exporting Operations.

Imported JIT Delivery Operations

- Process purchase orders and ensure accurate order management.
- Coordinate import procedures and verify import documentation.
- Monitor and manage product pricing.
- Track and manage delivery schedules to ensure on-time shipments.
- Maintain inventory accuracy and monitor stock levels.
- Support quality control activities and handle other related operational tasks.

Export & Triangular Trade Operations

- Prepare quotations for customers and business partners.
- Process orders and coordinate shipment arrangements.
- Arrange export packaging and shipping preparation.
- Prepare and review export documents to ensure compliance and accuracy.
- Monitor delivery schedules and communicate with relevant stakeholders.
- Support quality management activities and perform other assigned duties.

*Qualifications:

-Bachelor's degree in Business Administration, Logistics, International Trade, Supply Chain Management, or a related field.

- Experience in material procurement, import/export operations, or logistics is preferred.
- Good command of English, both written and spoken (TOEIC score of 600 or above is an advantage).
- Japanese language proficiency at JLPT N3 level or higher is required.
- Strong communication and interpersonal skills.
- Proficient in Microsoft Office applications, especially Excel, Word, and PowerPoint.
- Detail-oriented, well-organized, and able to manage multiple tasks effectively.

*Allowances:

Lunch Allowance, Transportation Allowance, Housing Allowance, Shuttle bus, Group Insurance, Medical Aid, Provident Fund, Company trip, Company Party, and Bonus.

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会社説明