



PR/119931 | Customer Service Staff

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

1600031

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26日 16:34

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

日常会話レベル

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

Key Responsibilities

- Provide excellent service to both domestic and international customers, handling inquiries and requests
- Process purchase orders (PO) and maintain accurate data in the system
- Coordinate with internal teams and shipping agents to ensure timely product delivery
- Handle import-export processes, including preparing C/O, invoices, and related documents
- Liaise with customs and relevant authorities for smooth operations
- Track sales records and outstanding items, including sample delivery management
- Plan delivery schedules and resolve unexpected issues effectively
- Perform other assigned duties

Qualifications

- Bachelor's degree in a related field
- Minimum 2 years' experience in Customer Service
- Strong responsibility, able to work under pressure and multitask
- Good English communication skills (spoken & written)
- Service-minded, proactive, and fast learner
- Knowledge of Japanese business culture is an advantage

- Able to commute independently; driver's license required for personal vehicle use

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会社説明