



PR/120214 | Customer Service Executive

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

1607761

業種

電気・電子・半導体

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29日 04:00

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

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

Position: Customer Service Executive

Job Descriptions:

- Provide sales and administrative support daily (issue PO, send forecast, etc.)
 - Liaise with customers for delivery arrangements & requirements.
 - Coordinate with customers and prepare shipping documents as required.
- Coordinate with suppliers regarding shipment adjustments, delivery schedules, and logistics arrangements, as well as with forwarders on customs clearance processes for both import and export shipments.
- Monitor inventory and payment issues.
 - Support control document AR & AP.
 - Document filing for all necessary permits.
 - Liaise with warehouse both inbound & outbound shipment and transportation.
 - Perform other duties as assigned by the supervisor.

Qualification & Requirements:

- Degree holder.
- Minimum 1-3 years similar experience in sales coordinating in a similar industry.
- Proficiency in English language.
- Knowledge in Oracle & Japanese will be an added advantage.
- Able to work in a fast-paced environment.
- Meticulous with positive working attitude.
- Independent and must have initiative and responsibility

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