

PR/120298 | Customer Service Officer

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
1609912

業種
ITコンサルティング

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10月27日 16:00

応募必要条件

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

Position: Customer Service Officer
Salary: THB 18,000 - 20,000
Location: Sukhumvit 21 (Asoke)

Our client is a leading Japanese printing and packaging group with decades of expertise, providing innovative packaging solutions for food, consumer goods, healthcare, and pharmaceutical industries across Southeast Asia.

Working Conditions

- Working hours: Monday–Friday, 8:30 AM–5:30 PM

Responsibilities

- Deliver professional and timely customer support to ensure high customer satisfaction.
- Act as the main contact for customer inquiries and coordinate sales orders, deliveries, and requests via phone and email.
- Process sales orders and prepare related shipping, import, and export documentation.
- Coordinate with internal teams, suppliers, logistics providers, and customers to ensure smooth order fulfillment.

- Provide sales administration and operational support to the Sales team.
- Maintain accurate customer records, reports, and documentation.
- Perform administrative tasks to support daily business operations.
- Carry out other duties assigned by management as required.

Qualifications:

- Fresh graduates with excellent English communication skills are encouraged to apply.
- Strong interpersonal, communication, and coordination abilities, with a customer-focused mindset.
- Proficiency in Microsoft Office applications, particularly Excel; analytical skills will be considered an advantage.
- Previous experience in customer service, sales support, order management, or the packaging industry is an advantage.

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