



JAC Recruitment

タイの求人なら
JAC Recruitment Thailand

PR/120300 | Customer Service

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

1609913

業種

その他（商社）

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01日 10:43

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 customer service support for automotive parts customers, mainly in Laem Chabang and Bangkok.
- Prepare documents and provide administrative support for Sales and QA teams.
- Coordinate with forwarders regarding import/export documentation and shipping activities.
- Liaise with customers and suppliers on delivery and shipment-related matters.
- Monitor product deliveries to ensure on-time delivery.
- Contact customers regarding documentation issues and follow-ups.
- Request and verify warehouse stock reports.
- Control inventory levels to prevent stock obsolescence and delivery delays.
- Coordinate with team members in both Laem Chabang and Bangkok offices.
- Perform other assigned duties.

Qualifications

- Bachelor's degree in Business Administration or a related field.
- 1-2 years of experience in office administration or sales coordination.
- Good English communication skills, both spoken and written.
- TOEIC score above 550 preferred.

- Basic knowledge of import, export, and customs clearance processes.
- Able to coordinate effectively with customers, suppliers, forwarders, and internal stakeholders.
- Driver's license required.

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

会社説明