



PR/120585 | Commercial Back Office Assistant

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

1616843

業種

その他（メーカー）

雇用形態

正社員

勤務地

イタリア

給与

経験考慮の上、応相談

更新日

2026年10月13日 10:53

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: Commercial Back Office Assistant

Location: Samutprakan, Thailand

Working: Mon-Fri (9:00-18:00)

Budget: 30,000 THB/m

Key Responsibilities

- Support the Area Manager with daily commercial and administrative activities.
- Process and monitor customer orders in the management/ERP system.

- Create and maintain customer records and perform accurate data entry.
- Coordinate with customers regarding orders, deliveries, and after-sales support.
- Communicate and coordinate with the Italian headquarters.
- Verify and record invoices, payments, and related documents.
- Handle delivery notes, transportation, and customs documentation.
- Prepare reports and maintain proper data/document filing and archiving.
- Verify internal personnel documentation as required.
- Provide general secretarial, administrative, and front-office support.

Qualifications

- Fluent in Thai.
- Good command of English for communication with overseas headquarters.
- Bachelor's degree in Business Administration, Management, International Business, Logistics, Accounting, or related fields.
- Experience in commercial back office, order processing, or administrative support is preferred.
- Good Microsoft Office skills, especially Excel.
- Detail-oriented with strong coordination, communication, and organizational skills.

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