

PR/120705 | Business Operation 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
1621220

業種
その他（メーカー）

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11月03日 10:59

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

The Business Operation Staff role supports customer operations, order management, delivery coordination, and inventory planning to ensure smooth business operations and excellent customer service.

Responsibilities

- Manage customer orders and coordinate delivery schedules.
- Monitor order fulfillment and provide updates to customers.
- Coordinate with factories, suppliers, and logistics partners to ensure timely delivery.
- Support inventory planning, stock control, and demand forecasting.
- Analyze inventory trends and implement actions to optimize stock levels.

- Handle operational issues and work with stakeholders to find effective solutions.
- Prepare operational reports and monitor KPI performance.
- Visit customers when required to discuss operational matters and strengthen relationships.

Requirements

- Bachelor's degree in any field.
- More than 1 year of experience in operations, customer service, logistics, supply chain, inventory control, or related functions.
- Candidates with 4-6 years of experience in the electronics industry are highly preferred.
- Good command of English (TOEIC 600+ preferred).
- Strong Microsoft Excel skills, including experience with functions, data analysis, and reporting tools such as Pivot Tables, VLOOKUP, and IF
- Strong analytical, problem-solving, and coordination skills.
- Detail-oriented with a customer-focused mindset.
- Able to work under pressure and collaborate effectively with cross-functional teams.

About the Company

A global electronics solutions provider supporting customers across manufacturing and technology industries through supply chain, operational, and business support services.

#LI-JACTH

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会社説明