

PR/120706 | Senior 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
1621221

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
6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

Senior Business Operation Staff role is responsible for order management, delivery coordination, inventory planning, and customer support to ensure smooth business operations. The position works closely with customers, suppliers, logistics partners, and internal teams while supporting operational improvements and team performance.

Responsibilities

- Manage customer orders and delivery schedules.
- Coordinate with suppliers, factories, and logistics partners to ensure on-time delivery.
- Monitor order status and provide updates to customers.
- Analyze demand forecasts and inventory levels to maintain stock availability.
- Manage slow-moving, excess, and obsolete inventory.

- Prepare operational reports and track KPI performance.
- Resolve delivery, stock, and service-related issues.
- Communicate with customers to understand requirements and provide solutions.
- Participate in customer meetings and support relationship management.
- Guide and support junior team members.

Requirements

- Bachelor's degree in any field.
- 6-11 years of experience in operations, supply chain, logistics, customer service, or related functions.
- Experience in the electronics or manufacturing industry is preferred.
- Previous experience supervising or leading team members.
- Good command of English (TOEIC 600+ preferred).
- Strong Excel skills, including Pivot Tables, IF, and VLOOKUP.
- Strong analytical, problem-solving, and coordination skills.
- Detail-oriented with a customer-focused mindset.
- Able to work under pressure and manage multiple priorities.
- Collaborative team player with the ability to work effectively across functions.

About the Company

A leading multinational company specializing in electronic components and technology solutions, supporting customers across various industries through its global manufacturing, supply chain, and sales network.

#LI-JACTH
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会社説明