



PR/116311 | Customer Service

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513387

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 7th, 2025 10:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Type of Business : Manufacturing and trading electronic parts

Working Hour : Mon-Fri 08.00-17.00

Location : Samutprakarn (Industrial Estate)

Job Description :

- Responsible for customer's enquiries, sales order, sales operations, as well as delivery management.
- Maintaining good communication with customers.
- Handle order forecast, manage stock level and material shortage.
- Issue invoice and follow-up customer's payment.
- Coordinating with HQ for business related matters and manage customers' complaint and promptly proceed for the corrective actions.

Qualification :

- Degree in any relevant field.
- 3-5 years working experience in customer service field, especially in electronics industry.
- High sense of responsibility with logical thinking, and service-minded.
- Fluency in all MS Office (Excel, Word, PPT) and ERP.
- Good English skills (Able to work with international team). Chinese communication is a plus.

Company Description