



PR/116386 | Project Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513421

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 12:22

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

Position: Project Coordinator

Location: Ban Bueng, Chonburi

Working Day: Monday to Friday

Responsibilities:

- Responsible for the overall scope of assigned projects or programs. Planning, design, execution, monitoring, controlling, and closure of the project or program.
- Full cycle project management, to include activity planning & sequencing, resource planning, developing and maintaining schedules.
- Support teams in relation to the launch of new products and engineering changes, continuously ensuring manufacturing readiness and productivity improvement.
- Identify opportunities for continual development of process standardization to make it easier to compare and assess

- projects.
- Improvement of project success rates through the continual delivery of projects within cost, scope, and time constraints.
 - Drive projects with the following cross functional team members, R&D, Manufacturing, Finance, Sales, Product Management, Marketing, Lab and others.
 - Work with key external resources, vendors, and partners to integrate their deliverables, schedule, risks, and communications within the overall project being managed.
 - Utilize industry best practices, techniques, and standards throughout entire project execution
 - Managing process improvement activities (equipment cycle time reduction, manpower efficiency, process capability improvement).
 - Follow ISO9001, ISO14001 and ISO45001

QUALIFICATIONS:

- Bachelor's degree in Engineering, Supply Chain or related field required.
- 5 Years of experience in project management and supervisor skills.
- **Certificate as Project Management Professional (PMP) or Certified associate in project management (CAPM), preferred.**
- Experience in appliance, automotive, aerospace or other manufacturing segments.
- Ability to work with multiple discipline projects, time management and budgeting experiences.
- Knowledge of Fabrication, Welding, Stamping and CNC machining.
- Has experience and knowledge of APQP and PPA
- Strong interpersonal and communication skills for working in a multidisciplinary team.
- Good communication skills (organizing meetings, preparing presentations, coordinating across function teams) are required.
- **Good command in English both written and spoken.**

Company Description