



PR/116558 | New project Coordinator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1516391

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

March 4th, 2025 13:01

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

Our client is Manufacturing in Automotive industry. They are looking for a potential candidate who can fulfil their requirement as following;

Position : New Project Coordinator
Location : Phanthong,Chon buri
Business Type : Automotive Manufacturing
Working day : Mon – Fri
Benefit :

- Total Package as 30,000 – 40,000 THB/month (Depend on experience)
- Bonus

Qualifications:

- Bachelor's degree in English,Business Administration,Engineering,Logistics Supply chain or related field.
- Minimum 1 years experience in Automotive industry would be an advantage.
- **New Graduate are welcome**
- **Good command in English TOEIC score 600.**
- Strong communication & interpersonal skills.

Job description

- Prepare a document related to the production process (Die Castings):

- Create comprehensive documentation detailing the die casting production process, including steps, quality control measures, and safety protocols.
- Coordinate with customers to receive information, discuss and solve problems, and report to the team as a liaison between the company and customers to gather necessary information, resolve any issues, and communicate updates and solutions to the internal team.
- Provide regular updates on the production stages to customers and all relevant stakeholders, ensuring everyone is informed and any follow-up actions are taken promptly.
- Support audit activities and report findings to customers:
- Translate documents between Thai and English, accurately translate technical and non-technical documents from Thai to English and vice versa, ensuring clarity and precision in both languages.
- Collaborate with all concerned parties to facilitate skills training ,training programs.

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Company Description