



## 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