



PR/116661 | WAREHOUSE OFFICER

Job Information

Recruiter
[JAC Recruitment Thailand](#)
Job ID

1519923

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

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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:	WAREHOUSE OFFICER
INDUSTRY:	INDUSTRIAL PRODUCT
LOCATION:	SAMUT PRAKAN
SALARY:	25,000 THB
WORKING HOUR:	MON-FRI, 10.00 AM - 7.00 PM

Job Summary: The Warehouse Office Administrator is responsible for overseeing and coordinating the administrative functions of the warehouse. This role involves managing inventory records, processing orders, coordinating shipments, and ensuring efficient warehouse operations. The ideal candidate will have strong organizational skills, attention to detail, and the ability to multitask in a fast-paced environment.

Key Responsibilities:

- Maintain accurate inventory records and update the warehouse management system.
- Process incoming and outgoing orders, ensuring timely and accurate documentation.
- Prepare and distribute shipping and receiving documents.
- Handle customer inquiries and provide support regarding order status and inventory availability.
- Coordinate with suppliers and vendors for timely delivery of goods and materials.
- Manage office supplies and ensure the warehouse office is well-stocked.
- Oversee daily warehouse operations to ensure efficiency and productivity.
- Coordinate with the warehouse team to ensure proper storage and handling of goods.

Qualifications:

- A bachelor's degree in logistics, supply chain management, or a related field is advantageous.
- At least 1 year of experience in warehouse administration or a similar role.
- Proficiency in warehouse management software and Microsoft Office Suite.
- Excellent communication skills in English.
- Ability to work independently and collaboratively as part of a team.

Company Description