



## PR/116706 | Admin & Logistics Coordinator

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1521651

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 11th, 2025 10:44

### 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 the global company which is. Tier 1 for Automotive industry, They are hiring potential candidate who have qualification below.

**Position :** Admin & Logistics Coordinator

**Location :** Sriracha, Chonburi

**Business Type :** Automotive

**Working day :** Mon – Fri

**Benefit :**

- Salary: Total Package as 35,000 – 50,000 THB/month (Depend on experience)

**Qualifications:**

- **Experience:** 3+ years in supply chain or similar role, preferably in a multinational environment.
- **Skills:**
  - **Strong English** communication (written & communication).  
If can speak Chinese is an advantage.
  - Proficient in MS Office, Excel, and accounting software.
  - Strong and have experience of logistics, bookkeeping, and ERP systems.
- **Personality:** Self-driven, organized, and detail-oriented with strong problem-solving skills.
- **Education:** Bachelor's Degree in Logistic, BBA, MBA, Accounting or related field (preferred).

**Job description**

- **Schedule container loading and manage export/import documentation.**
- Handle month-end accounting, bank transactions, and purchase orders (PO)
- Consolidate product quotations and maintain HR files securely.
- Support engineering teams with administrative tasks (scheduling, travel arrangements, etc.).
- Manage office supplies, contracts, and vendor relationships.
- Ensure efficient office workflows and provide visitor assistance.

**JAC Personnel Eastern Seaboard Recruitment Ltd.**

4/222, 5th Floor, Harbor Mall, Moo 10, Sukhumvit Road,

T.Tungasukla, A.Sriracha,Chonburi 20230

Tel: 066-097-2969

E-mail: [montakan.w@jac-recruitment.com](mailto:montakan.w@jac-recruitment.com)

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Company Description