

Job description

- Track orders and ensure timely delivery.
- Coordinate with client, supplier, and department concerns in Overseas.
- Review the quality of purchased products and the performance of suppliers.
- Maintain updated records of purchased orders, delivery information, and invoices.
- Monitor stock levels and place orders as needed.
- Follow up purchase order confirmation from vendor, issue purchase order, and keep track of delivery.
- Track orders and ensure timely delivery.
- To coordinate & solve any issues/problems/technical with client's requirements for smooth of operations.

JAC Personnel Eastern Seaboard Recruitment Ltd.
4/222, 5th Floor, Harbor Mall, Moo 10, Sukhumvit Road,
T.Tungsukla, A.Sriracha,Chonburi 20230
Tel: 066-097-2969 E-mail: Kanwara.T @jac-recruitment.com

会社説明