



PR/116558 | New project Coordinator

募集職種

人材紹介会社

ジェイエイシーリクルートメント タイランド

求人ID

1516391

業種

自動車・自動車部品

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年01月21日 10:35

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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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会社説明