



## 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04月01日 20:00

### 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.

**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