

**PR/116661 | WAREHOUSE OFFICER****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

1519923

業種

物流・倉庫

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03月04日 11:01

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**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.

会社説明