



## PR/116706 | Admin & Logistics 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

1521651

#### 業種

その他（メーカー）

#### 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02月11日 10:44

### 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 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.**

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会社説明