

Administrative Assistant

Job Description Summary

Works with JGITH Logistic and Accounting teams and provides administrative support and performs numerous duties, including logistic support, scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests. Project a professional company image through in-person and phone interaction. The main worksite will be JGI (Thailand) Co., Ltd.'s factory in Chachoengsao with occasionally the Bangkok's office.

Primary Responsibilities

Administration

1. Provide administrative and clerical support to include but not limited to bookkeeping, photocopying, scanning, mailing, and filing.
2. Provide administrative support related to the logistic of the trucks coming and out.
3. Sign for UPS/Fed Ex/Airborne packages.
4. Maintain confidentiality in all aspects of the business of JGI (Thailand) Co., Ltd. and her affiliates.
5. Respect the legislation and internal rules in particular related to the Health Safety and Environment matters.
6. Other duties as assigned by JGITH Logistic and Accounting teams.
7. Greet and receive visitor at the factory.
8. Plans events and volunteer activities.
9. Receive and check letters, invoices and bills.
10. Receive and relay telephone, e-mail and mail messages.
11. Coordinate with head office for any Administration activities.
12. Perform other duties as assigned by supervisor.

Purchasing Officer

1. Search for venders, compare prices, check product availability (office supplies and factory items) and submit a summary to the authorized person for approval.
2. After approval of the order by the authorized person, issue the PR or PO.
3. Register vender and maintain vendor database up to date in the scope of our ISO policy 9001.
4. Follow up the orders and services contracted (invoice/billing, payments, delivery schedule and reception) to ensure timely and accurate orders.
5. Handle the deviation from confirmed delivery times, quantities and prices in the scope of the KPI'S defined in the scope of our ISO policy 9001.
6. Prepare the voucher payment of each order (check the WHT & VAT) / petty cash voucher and scan invoice/billing included the table for the payment) to be reported to accounting department.
7. Coordinate with other departments across the organization to support their purchasing requirements.



JGI (Thailand) Co., Ltd.

บริษัท เจจีไอ (ประเทศไทย) จำกัด

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Knowledge, Skills and Abilities

1. Studying in a Bachelor degree.
2. Ability to communicate effectively (oral and written) in both English and Thai.
3. Computer literate (MS office).
4. Good writing, analytical and problem-solving skills.
5. Experience in Logistics will be an advantage.
6. Knowledge of principles and practices of organization, planning, records management and general administration.

Benefits

Group Insurance
Provident Fund
Annual Leave
Training
Other

Contact

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