

# COD Specialist (Customer Order Desking Specialist)

## Your tasks

### 1) Planning:

- Arrange and Ensures orders and production capacity are inline and optimized with intercompany
- Performs all tasks directly involved in preparation for production, taking account of the order situation, production capabilities, stock levels, production backlogs, delivery backlogs, procurement situation and to meet customers' demand.
- Co-ordinate with all parties and manage to purchase and import goods from intercompany distribute to local customers following sales plans with maximum effectiveness by minimum cost.
- Minimize stock level by maximize inventories turnover and effectiveness.
- Co-ordinate with Project Manager for New Project in all logistics function such as material planning, incoming shipment, customs document preparation, 3PL (3rd Party Logistics) warehouse (Service Provider), Packaging (Expendable /or Returnable) and delivery planning to customers.

### 2) Customers Service:

- Confirm order and forecast from Customers Ordering the goods from intercompany /all 3PL.
- Creates all order-related schedules based on sales and other forecasts.
- Planning and delivery JIT (Just in Time) to customers.
- Issue Delivery Note to Warehouse for issuing invoice.
- Replacement of goods when get quality issue to customers, based on quality team instruction.

### 3) Freight forwarder:

- Communicate and confirm all incoming shipment (Sea and Air), delivery schedule both of freight forwarder
- Arrange all related document of customs clearance process in any case (Tariff and HS Code etc.)

### 4) Warehouse:

- Plan inbound and outbound schedule to warehouse
- Lead activities with Warehouse Staff such as receiving goods, unpack, repack goods, delivery and Transportation arrangement.
- Cycle counting, conduct physical inventory and update stock keeping records.
- Monitor stock levels, stock quantities, and safety stocks.

## Your profile



Job ID  
**REF67766Q**

Field of work  
**Logistics**

Location  
**Huay Khwang**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

Contact  
**Sasiprapa Chalermasuk**

Legal Entity  
**Continental Automotive Bangkok Co., Ltd.**

- 3 to 5 years of experience
- Bachelor degree or equivalent
- Strong knowledge in Automotive logistics and supply chain is preferable.
- SAP and customer system(EDI know-how) is preferable
- Trend of SCM/Logistics in Automotive Industry
- English Level: Business level in both writing and speaking

## **Our offer**

Ready to drive with Continental? Take the first step and fill in the online application.

## **About us**

At Continental, we offer compelling tasks and a dynamic environment for smart and innovative people to bring their ideas to life - no matter where they are at in their career.

Our diverse portfolio and expertise combined with your personal contribution, empowers us to successfully develop the most innovative mobility solutions for over 140 years. As part of our international team with more than 220,000 employees in almost 50 countries, you have the freedom of shaping the future in motion with us.