

# COD Specialist (Customer Order Desking Specialist)

หน้าที่ความรับผิดชอบในงานของคุณ

## 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.



รหัสตำแหน่งงาน

**REF67766Q**

สาขางาน

งานโลจิสติกส์ หรือขนส่ง

ที่ตั้ง

**Huay Khwang**

ระดับความเป็นผู้นำ

**Leading Self**

ความยืดหยุ่นในการทำงาน

ทำงานในบริษัท

ชื่อผู้ติดต่อ

**Sasiprapa Chalermasuk**

นิติบุคคล

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

## โปรไฟล์ของคุณ

- 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

## ข้อเสนอของเรา

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## เกี่ยวกับเรา

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