



PR/115910 | Documentation Executive

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1509966

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 18:19

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Documentation Executive**Responsibilities:**

- Process the Bill of Lading in accordance with shipping instructions and standard operating procedures, ensuring accuracy.
- Address and resolve all queries related to the preparation of HBL/MBL and invoices.
- Coordinate promptly with agents, shippers, and liners regarding B/L, invoices, payments, and other relevant details.
- Submit Shipping Instructions (SI) to the shipping line and prepare House B/L.
- Request payments and coordinate with the accounts department to arrange payments.
- Communicate effectively with internal teams and departments regarding import/export consignments managed by the team.

- Possess knowledge of country-specific clauses and requirements for HBL.
- Have experience handling cross-country or third-country shipments.
- Be familiar with creating invoices and updating charges.
- Understand Switch B/L processes and how to manage them.
- Be knowledgeable about handling nomination shipments.

Qualifications

- Bachelor's degree in logistics or other related field.
- At least 2 - 3 years' experience in shipping, customer service on freight forwarder business or shipping
- Good command of English
- Have computer skills, hardworking and patient
- Have a serviced mind and be able to work under pressure.
- Good Attitude, positive interpersonal skill, well-organized and able to work as teamwork.

Company Description