



## PR/115910 | Documentation Executive

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1513214

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

January 7th, 2025 13:01

### 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.

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**Company Description**