



## PR/116201 | IMPORT & EXPORT SPECIALIST - Order Fulfillment

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1514446

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 4th, 2025 10:01

### 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:** IMPORT & EXPORT SPECIALIST - Order Fulfillment

**SALARY:** 60,000 - 80,000 THB / Month

**LOCATION:** BANGKOK (BTS Line)

**Job Summary:**

The Import-Export Officer is responsible for managing and overseeing the import and export operations of the company. This role requires strong proficiency in Chinese (Mandarin), both written and spoken, to effectively communicate with Chinese suppliers, customers, and other stakeholders. The Import-Export Officer will ensure that all international trade activities are compliant with relevant regulations and policies, and will work to optimize logistics processes to achieve efficiency and cost-effectiveness.

**Key Responsibilities:**

- Manage and coordinate the import and export processes from start to finish.

- Prepare and review all necessary shipping and customs documentation, including invoices, packing lists, bills of lading, and certificates of origin.
- Communicate effectively with Chinese-speaking suppliers, customers, and freight forwarders to ensure smooth and efficient operations.
- Negotiate and manage contracts with suppliers and logistics providers, ensuring the best terms and conditions.
- Stay updated on international trade laws and regulations, especially those relevant to China.
- Ensure compliance with all import and export regulations, including customs requirements, trade tariffs, and trade agreements.
- Manage any issues related to customs clearance, ensuring that all discrepancies are resolved quickly and efficiently.
- Monitor shipments to ensure timely delivery and address any issues that may arise during transit.
- Coordinate with warehouse and logistics teams to manage inventory levels and ensure adequate stock is maintained.
- Optimize shipping routes and methods to reduce costs and improve delivery times.
- Maintain accurate records of all import-export activities, including documentation, invoices, and correspondence.
- Generate reports on import-export activities, including cost analysis, shipment status, and compliance.

**Qualifications:**

- Bachelor's degree in International Trade, Supply Chain Management, Business Administration, or related field.
- Minimum of 2-3 years of experience in procurement, purchasing, import-export operations, logistics, or supply chain management, with a preference for candidates with **food business background**.
- Proficiency in English, both written and spoken. Chinese (Mandarin) is a plus.
- Strong knowledge of international trade regulations, customs procedures, and compliance requirements.
- Strong negotiation and communication skills, with the ability to build relationships with international partners.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with ERP systems.

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Company Description