



PR/116492 | Import-Export Officer (Japanese-speaking) All Japanese level are welcome!

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1516355

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

March 4th, 2025 14:00

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 Officer (Japanese-speaking, Any level is welcome)

Location: Bangkok

Working Date and Time: Monday – Friday 8:00-17:00 or 8:30-17:30

Salary range: 25,000 – 27,000THB/Month

Job Description:**Import**

- Verify invoice documents
- Check paperless duty charges

- Plan deliveries
- Review expenses
- Enter shipment documents into the system

Inventory Control

Export (Customer Coordination)

- Communicate with clients via phone or email to answer questions and gather missing information
- Update and maintain sales and customer records
- Relay customer feedback to supervisors or managers
- Identify additional products and services to offer
- Assist the Sales Department with various administrative tasks
- Perform other related duties as assigned by management
- Carry out various tasks as assigned by management

Qualifications:

- Bachelor's degree in any fields
- Ability to work under pressure
- High sense of responsibility
- Good interpersonal skills
- Good command of written and spoken English OR Japanese is an advantage
- Good computer skills such as MS Office (Word, Excel, Powerpoint)

Benefits:

- Commutation Allowance
- Medical Allowance
- Health Insurance
- Health Check-up
- Provident Fund
- Funeral Allowance
- Bonus about 2 times/year (depend on performance and company profits)
- Annual Leaves
- Salary raises 1 time/year (depend on performance)

Company Description