



## PR/116494 | IMPORT-EXPORT OFFICER

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1516356

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 4th, 2025 15:00

### 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)

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### **Company Description**