



## PR/116739 | Logistics and CS Officer

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1522394

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 18th, 2025 12:47

### 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

**Our client specializes in Chemical business**

**Position:** Logistics and CS Officer

**Salary:** 25,000 – 35,000THB (depends on experience)

**Location:** Bangkok

**Key Responsibilities of the position:**

- Take care and provide assistance to oversea customers and support internal work related to product information on import and export work steps.
- Manage various documents including invoices, quotations, purchase orders, and contract documents.

- Monitor and plan the delivery of products according to the cycle and product shortage.
- Plan and manage stock to reduce product residue and errors.
- Prepare related reports (English) and record information into the system.
- Internal coordination and solve various problems as arise.

**Qualifications required:**

- Bachelor's degree in any related field.
- Minimum of 2 years of experience in logistics, oversea customer service or sales coordinator.
- Excellent coordinate skills, project management and communication skills.
- Ability to use ERP System is a plus
- Strong English in both written and spoken

**Benefits:**

- Travel Allowance 2,000 THB
- Social Security
- Provident Fund
- Bonus
- Other benefits as per company policy
- Other leaves as per Thai law

Interested candidate please submit your most recent resume in English by simply clicking "**APPLY**" **Contact person:**  
**Nichaphat (May)**

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Company Description