



PR/116744 | Assistant and logistics admin

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1523445

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 25th, 2025 10:32

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

Working Day: Mon - Fri

Location: BTS line

Job Description:

- Provide full personal assistant support by dealing with all correspondence and calls, minute meetings, taking messages and other administrative tasks as required.
- Prepare, review, and manage all import and export documentation, including invoices, packing lists, bills of lading, certificates of origin, and other required documents.
- Maintain accurate records of all import and export transactions and ensure proper filing and storage of documents.
- Develop skills and undertake responsibilities as appropriate which will fulfil the purpose of the role and support the success of the organization.

Qualification:

- Bachelor's degree in Business Administration, International Trade, Logistics, or a related field.
- Minimum of 1-2 years of experience in import/export documentation managing and assistant
- Strong organizational and time management skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Good in English and Thai

Company Description