



PR/115910 | Documentation Executive

募集職種

人材紹介会社

ジェイエイシーリクルートメントタイランド

求人ID

1513214

業種

物流・倉庫

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年01月07日 13:01

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Position: Documentation Executive

Responsibilities:

- Process the Bill of Lading in accordance with shipping instructions and standard operating procedures, ensuring accuracy.
- Address and resolve all queries related to the preparation of HBL/MBL and invoices.
- Coordinate promptly with agents, shippers, and liners regarding B/L, invoices, payments, and other relevant details.
- Submit Shipping Instructions (SI) to the shipping line and prepare House B/L.
- Request payments and coordinate with the accounts department to arrange payments.
- Communicate effectively with internal teams and departments regarding import/export consignments managed by the team.

- Possess knowledge of country-specific clauses and requirements for HBL.
- Have experience handling cross-country or third-country shipments.
- Be familiar with creating invoices and updating charges.
- Understand Switch B/L processes and how to manage them.
- Be knowledgeable about handling nomination shipments.

Qualifications

- Bachelor's degree in logistics or other related field.
- At least 2 - 3 years' experience in shipping, customer service on freight forwarder business or shipping
- Good command of English
- Have computer skills, hardworking and patient
- Have a serviced mind and be able to work under pressure.
- Good Attitude, positive interpersonal skill, well-organized and able to work as teamwork.

会社説明