



PR/116201 | IMPORT & EXPORT SPECIALIST - Order Fulfillment

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

1514446

業種

小売

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 10:17

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: IMPORT & EXPORT SPECIALIST - Order Fulfillment

SALARY: 60,000 - 80,000 THB / Month

LOCATION: BANGKOK (BTS Line)

Job Summary:

The Import-Export Officer is responsible for managing and overseeing the import and export operations of the company. This role requires strong proficiency in Chinese (Mandarin), both written and spoken, to effectively communicate with Chinese suppliers, customers, and other stakeholders. The Import-Export Officer will ensure that all international trade activities are compliant with relevant regulations and policies, and will work to optimize logistics processes to achieve efficiency and cost-effectiveness.

Key Responsibilities:

- Manage and coordinate the import and export processes from start to finish.

- Prepare and review all necessary shipping and customs documentation, including invoices, packing lists, bills of lading, and certificates of origin.
- Communicate effectively with Chinese-speaking suppliers, customers, and freight forwarders to ensure smooth and efficient operations.
- Negotiate and manage contracts with suppliers and logistics providers, ensuring the best terms and conditions.
- Stay updated on international trade laws and regulations, especially those relevant to China.
- Ensure compliance with all import and export regulations, including customs requirements, trade tariffs, and trade agreements.
- Manage any issues related to customs clearance, ensuring that all discrepancies are resolved quickly and efficiently.
- Monitor shipments to ensure timely delivery and address any issues that may arise during transit.
- Coordinate with warehouse and logistics teams to manage inventory levels and ensure adequate stock is maintained.
- Optimize shipping routes and methods to reduce costs and improve delivery times.
- Maintain accurate records of all import-export activities, including documentation, invoices, and correspondence.
- Generate reports on import-export activities, including cost analysis, shipment status, and compliance.

Qualifications:

- Bachelor's degree in International Trade, Supply Chain Management, Business Administration, or related field.
- Minimum of 2-3 years of experience in procurement, purchasing, import-export operations, logistics, or supply chain management, with a preference for candidates with **food business background**.
- Proficiency in English, both written and spoken. Chinese (Mandarin) is a plus.
- Strong knowledge of international trade regulations, customs procedures, and compliance requirements.
- Strong negotiation and communication skills, with the ability to build relationships with international partners.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with ERP systems.

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会社説明