



## PR/116494 | IMPORT-EXPORT OFFICER

### 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

1516356

#### 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02月04日 15:00

### 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 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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会社説明