



PR/116744 | Assistant and logistics admin

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

1523445

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02月25日 10:32

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

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

会社説明