



PR/117582 | Import & Export Officer (Japanese-speaking JLPT N3 or above)

Job Information

Recruiter[JAC Recruitment Thailand](#)**Job ID**

1546426

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 1st, 2025 17:34

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

Position: Import & Export Officer (Japanese-speaking JLPT N3 or above)

Salary: Up to 30,000 THB/month

Location: Bangkok

Working Period: Monday – Friday , 08:00 – 17:00 P.M.

Job Responsibilities:

- Manage inventory control, and prepare purchase orders, invoices, packing lists, and other related documentation.
- Ensure timely delivery of raw materials from both international and domestic suppliers to the factory according to the production schedule.
- Coordinate with factories and suppliers regarding delivery schedules, order quantities, and receiving processes.

- Liaise with freight forwarders and logistics agents (both overseas and local) to manage import/export schedules and documentation.

Qualifications:

- Bachelor's degree in Business Administration, Logistics, or a related field.
- JLPT N3 or higher.
- Good communication skills in English.
- Proficient in Microsoft Office, especially Excel functions like VLOOKUP.
- Minimum of 1 year of experience in import/export, procurement, purchasing, or logistics.

Welfare & Benefit

- Health insurance.
- Provident fund.
- Overtime payment.
- Social insurance.

Company Description