



PR/117811 | Customer Service

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1553885

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 10:36

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

Our client is a global Freight Forwarding business. They are looking for a potential candidate who can fulfill their requirement as follows;

Position : **Customer Service Staff**

Business Type : Freight Forwarding

Working day : Mon – Fri 08.00-17.00 Alternative Saturday working (8:00-12:00 Half day working)

Location : Sriracha, Chonburi

Benefit :

- Salary Total Package 30,000 – 40,000 THB/ month
- Bonus

- Provident fund
- Insurance

Qualifications:

- Bachelor's degree in Business Administration, Business English, Logistics and chain Management, or related field.
- Minimum 5 years of Customer Service in the Freight Forwarding field.(Air Freight)
- **Good command in English and can communicate with Oversea Customers.**

Job description

- Coordinate and support sales team activities, freight forwarder ,shipping and clients to provide professional services.
- Maintain good relationship with customer, handling the daily delivery import – export matters and ensure supply of goods on time.
- Responsible for receiving customer orders, reconciliation and billing.
- Responsible for placing orders with suppliers, and tracking orders to complete the payment, reconciliation with suppliers against payment.
- Documentation Management: Prepare and verify shipping documents, including bills of lading, invoices, and customs documentation.
- Communicate customer feedback and insights to relevant teams to drive product and service improvements.
- Customer Relationship Management: Foster strong, long-term relationships with customers to enhance satisfaction and drive business retention.

Interested and qualified applicants, please send your application letter and full "CV Resume" with current salary package and indicating expected salary together with recent photo by click "Apply Now"

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description