



PR/118009 | Shipping Staff (Import & BOI)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1557697

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 04:00

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 specializes in Manufacturing business

Position: Shipping Staff (Import & BOI)

Salary: 25,000 – 40,000 THB

Location: Pathum Tani Office (Industrial Estate)

Key Responsibilities of the position:

- BOI, Import & Export working process implemented/planned to comply the regulation and other parties related.
- Monitored Sea & Air import shipment clearance process and shipper and forward.
- Company cost saves, advise the BOI's regulation to all department in the manufacturing teams.

- Manage BOI privileges of master material, Tax incentive process.
- BOI Inventory / stock balance, coordinating with the government parties & laws complied also customer broker and freight forwarder related to an import & export condition.
- Contact direct to BOI and IC officer about follow project.
- Handle promotion Certificate Issuance of expanding for promotion acceptance.
- Any ad hoc as assign.

Qualifications required:

- Bachelor's degree in any related field.
- Minimum of 2 years of experience in import & export (BOI).
- Strong analytical thinking with good negotiation.
- Good English communications in both written and spoken.
- Able to use MS Word, MS Excel, MS PowerPoint.

Benefits:

- Cost of Living
- Transportation Allowance
- Food Allowance
- Attendance Allowance
- Health Insurance
- Annual Health Check
- Company Bus
- Uniform (3 sets/year)
- Bonus
- Provident Fund
- Paid vacation and other leaves as per Thai law

Working hours: Mon - Sat (8.00 a.m. - 7.00 p.m.)

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