



PR/118051 | Import & Export (Japanese Speaking, JLPTN3)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1559000

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 10:23

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title: Import & Export (Japanese Speaking, JLPTN3)

Location: Bangkok (BTS/MRT accessible)

Job Type: Monday - Friday from 08:00 to 17:00

Responsibility:

- Maintain stocks and inventory control.
- Manage sales documents (purchase order, invoice, packing lists, etc.)
- Manage delivery schedule of the raw materials from both international and domestic suppliers and factories.

- Coordinate with freight forwarders and logistics companies to manage import/export schedule.
- Other tasks as assigned.

Qualification:

- Bachelor's degree in Business Administration, Logistics, or related field.
- Minimum 1 year in import/export, procurement, purchasing, logistics, or related function will be an advantage. (New graduates are welcome).
- Proficient in English (minimum intermediate level).
- Proficient in Japanese (minimum intermediate level or JLPTN3).
- Proficient in Microsoft Office (Excel-VLOOKUP is an advantage).

Benefits:

- Annual leaves and holidays
- Health group insurance
- Social Security
- Overtime payment
- Provident Fund

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

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