



PR/118784 | Import-Export

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1572266

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 24th, 2026 05:00

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

Our client is Greenfield Electronics Manufacturing Industry. They are looking for a potential candidate who can fulfill their requirement as following;

Position : Import-Export Specialist  
Business Type : Electronics Manufacturing Service  
Working day : Mon – Fri  
Location : Mueang, Chonburi  
Benefit :

- Salary: Total Package as 40,000 – 50,000 THB/ month (Depend on experience)

**Qualifications:**

- Bachelor's degree in Logistics&Supply chain Management,Business Administration or relate field.
- **Minimum 5** years experience in Logistics,Import-Export and BOI .
- **Good command in English can communicate.(Able to report Expat Boss)**

#### Job description

- Manage import procedures for machinery from Oversea.
- Handle the import of components and materials required for EMS implementation.
- Coordinate with suppliers, freight forwarders, and customs brokers to ensure timely and accurate delivery.
- Prepare and maintain shipping documents, invoices, Packing list and customs clearance paperwork.
- Monitor logistics schedules and proactively resolve any shipment-related issues.
- Ensure compliance with BOI regulations and other relevant trade laws.
- Maintain accurate records of all import/export transactions.
- Provide reports and documentation to management regarding international trade activities.

**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