



PR/118853 | IMPORT & EXPORT OFFICER

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1572850

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 20th, 2026 10:21

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client specializes in Electronic Manufacturer business

Position: Import & Export

Salary: 25,000 – 40,000 THB

Location: Samut Prakan (Bang Poo Factory)

Key Responsibilities of the position:

- Prepare and review necessary documents related (Invoice, Packing List, B/L, Customs Declaration).
- Apply for licenses with government agencies (e.g., Department of International Trade, Chamber of Commerce).
- Submit documents for customs clearance.

- Planning for transportation, managing containers/warehouses and tracking cargo status.
- Verify and filing import and export taxes (duties).

Qualifications required:

- Bachelor's degree in any related field.
- Minimum 3 years of experience in import & export.
- Excellent analytical and problem-solving skills.
- Ability to work under pressure and manage multiple priorities.

Benefits:

- Overtime (2 hrs./day)
- Meal Allowance (night shift)
- Night Shift Allowance 50 THB/day
- Perfect Attendance 500 - 700 THB
- Transportation Allowance 70 THB/ day
- Birthday Allowance 300 THB
- Health Insurance (government claim)
- Annual Leave 6 days (after 1 year)
- Bonus
- Other leaves as per Thai law

Working Hour: Mon - Sat (8.00 a.m. - 5.00 p.m.)/ (8.00 p.m. - 5.00 a.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