



## PR/118869 | BOI OFFICER

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1572861

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

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### General Requirements

**Minimum Experience Level**

Over 1 year

**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:** BOI Officer

**Salary:** 25,000 – 40,000 THB

**Location:** Samut Prakan (Bang Poo Factory)

**Key Responsibilities of the position:**

- Coordinate with BOI, Customs Department, Revenue Department and other relevant authorities.
- Prepare, submit, and manage BOI documents/ applications, project amendments and annual reports.
- Ensure all production, import, export and investment activities fully comply with BOI rules and conditions.

- Provide BOI regulatory advice to internal department to ensure compliance in daily operations.
- Support internal and external audits related to BOI projects.

**Qualifications required:**

- Bachelor's degree in any related field.
- Minimum 2 years of experience in BOI
- 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**