



PR/118828 | Paperless Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1574724

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

March 10th, 2026 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Customs Clearance)

Location: Bangkok Office

Salary: Up to 55,000 THB (Based on experience)

Our client specializes in providing end-to-end supply chain solutions. Their core business revolves around managing the movement of goods both domestically and internationally.

Job Responsibilities

- Customs Declaration: Accurately prepare and submit export and import customs declarations via the paperless system.
- Document Management: Handle the preparation of essential trade documents and certificates, including:
- Preferential Certificates of Origin: Form CO, JTEPA, AK, D, E, AI, and RCEP.
- Government Filings: Documentation issued by the Department of Foreign Trade.

- Compliance Review: Thoroughly audit and review export documentation prior to customs clearance to ensure 100% accuracy and compliance.
- Coordination: Liaise with Customer Service (C/S) teams and relevant government authorities to facilitate the smooth and timely release of cargo.
Qualifications:

- Education level: Vocational Certificate Bachelor's Degree
- At least 4 years of relevant working experience
- Experience using the ECS system
- Completed training in Customs Broker courses.

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