



PR/119125 | Import-Export Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1579794

Industry

Other (Manufacturing)

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

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 is Global of Packaging and Chemical business . They are looking for a potential candidate who can fulfill their requirement as follows;

Position : Import-Export Staff

Business Type : Chemical and Packaging

Working day : Mon – Fri

Benefit :

- Salary: Total Package as 30,000 – 35,000 THB/ month (Depend on experience)
- Bonus

Qualifications:

- Bachelor's degree in Logistics&Supply chain Management, Business Administration or related field.

- **Minimum 3** years experience in Logistics,Import-Export
- Solid knowledge of IMDG Code and DG documentation processes.

- English communication skills at daily conversation level.

Job description

- Handle daily import, shipping issues and documents for customs formalities.
- Coordinating with shipping and freight forwarders regarding customs processes.
- HS Code checking, import license apply for daily shipment.
- Manage import/export licenses, license renewals, billing preparation, and required reporting.
- Handle all import/export documentation, including: shipping issues and documents for customs formalities.
- Prepare Document Invoice/Packing list import -export Submit to customs clearance process.
- Coordinate with suppliers, customs brokers, freight forwarders, transportation providers, DG warehouses, and DG terminals.

- Follow up on shipment planning and schedules from suppliers/customers in India and China.
- Update and monitor order status, shipment progress, and related information.
- Control ISO Tank storage time at DG Terminal/NRS yard after ETA at Laem Chabang.
- Arrange transport bookings for freight deliveries to customers.
- Manage OEM delivery schedules, returnable cylinders, and tonner handling.
- Coordinate with refilling production teams for shipment planning.
- Oversee and control return packaging timelines, including ISO Tanks and Tonner tanks.

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