



PR/119140 | Paperless Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1580413

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 9th, 2026 03:00

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

Position: Paperless Officer

Location: BTS Lumpini

Responsibilities & Accountabilities

- Prepare export and import customs declarations.
- Prepare related documents and forms, such as Form CO, JTEPA, AK, D, E, AI, RECP, and Certificates of Origin issued by the Department of Foreign Trade.
- Review export documentation prior to customs clearance.
- Coordinate with Customer Service (C/S) officers and relevant authorities to ensure smooth cargo release.

Requirements

- 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.

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Company Description