



PR/119391 | IMPORT OFFICER

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1585958

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 7th, 2026 11:12

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 films business . They are looking for potential candidate who can fulfill their requirement as following;

Position : Import Officer

Business Type : Packaging film

Working day : Mon – Fri Benefit :

- Salary: Total Package as 30,000 – 35,000 THB/ month
- Bonus

Qualifications:

- Bachelor's degree in Logistics&Supply chain Management,Business Administration or relate field.
- **Minimum 3** years experience in Logistics,Import-Export.
- **Good command in English can communicate with global team.**

Job description

- Handle daily import, shipping issues and documents for customs formalities.
- Prepare Document Invoice/Packing list import -export Submit to customs clearance process.
- Coordinating with shipping and freight forwarders regarding customs processes.
- Prepare import and export documents, according to the applicable customs rules.
- requirements.
- Contact and cooperate with customer in order to prepare all relate document for import & export shipment.
- Resolve problem proactively before difficulties escalation.
- Deal on any claim that cause from Transportation, logistics and 3PL till the case
- HS Code checking and import license apply for daily shipment.
- completely.
- Involve and advise on packaging design to comply concerned regulation.
- Review log cost and control shipping cost to align with company budget and plan.
- Handle import DG materials.

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Company Description