



PR/120432 | BOI

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1614258

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:42

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

BOI & Import/Export Specialist

Key Responsibilities

- Manage end-to-end import and export operations for a company promoted by the Board of Investment (BOI).
- Prepare, process, and submit import/export customs documentation and applications with relevant government agencies.
- Administer BOI applications, privileges, reports, and compliance documentation to ensure continued eligibility and utilization of BOI incentives.
- Perform accurate data entry and monitor import and export transactions within the BOI system.
- Coordinate with freight forwarders, customs brokers, customs authorities, BOI officers, and other external stakeholders to facilitate smooth import/export activities.

- Review, verify, and maintain import/export documentation, including Invoices, Packing Lists, Bills of Lading (B/L), Air Waybills (AWB), and Customs Declarations.
- Maintain inventory records and perform reconciliation of BOI stock control reports to ensure accuracy and compliance.
- Ensure compliance with BOI regulations, customs requirements, and other applicable laws and regulations.
- Monitor changes in BOI, customs, and trade regulations, and communicate relevant updates to internal stakeholders.
- Organize, maintain, and archive import/export records and supporting documentation in accordance with company and regulatory requirements.
- Support internal and external audits related to BOI privileges, customs compliance, and import/export operations.
- Provide administrative and operational support for BOI, logistics, and supply chain activities as assigned.
- Collaborate with cross-functional teams, including Finance, Procurement, Warehouse, and Operations, to ensure efficient and compliant trade operations.

Qualifications Preferred

- Bachelor's degree in Logistics, International Business, Supply Chain Management, Business Administration, or a related field.
- Experience in BOI, customs, import/export, or international trade operations.
- Strong knowledge of BOI regulations, customs procedures, and import/export documentation.
- Proficiency in Microsoft Office applications and BOI-related systems.
- Strong attention to detail, organizational skills, and ability to manage multiple tasks effectively.
- Good communication and coordination skills in dealing with government authorities and external partners.

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Company Description