

PR/120532 | Operation Associate

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1616078

Industry
Restaurant, Food Service

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 06:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Position : Operation Associate - Bulk
Location : Wattana, Bangkok

Key Responsibilities

- Take ownership of import and export shipments for raw sugar, grains, molasses and other agricultural soft commodities, including bulk vessel and tanker vessel execution across Asia, even when the origin is outside Asia.
- Review each contract at execution stage, checking Incoterms, shipment period, payment terms, documentary requirements, notices, quality and weight terms, and any operational points linked to SAL, GAFTA or FOSFA rules.
- Build the shipment timeline from the start and align with traders, suppliers, clients, freight team, vessel agents, brokers, surveyors, finance and other operations teams on deadlines, responsibilities and required actions.
- Coordinate import and export requirements across Asia, including customs clearance, permits, certificates, inspections, local regulatory requirements and logistics arrangements.
- Prepare for loading by confirming vessel nomination, vessel declaration, loading readiness, required notices, surveyor, attendance, document requirements, cargo quality, quantity and weight arrangements.
- Follow loading closely, keep updates clear and timely, and react quickly if there are delays, document issues, quality or weight differences, operational changes or possible demurrage exposure.
- Track the voyage from departure to arrival, monitor ETA changes, share updates with relevant parties and flag risks early where timelines, costs or client commitments may be affected.

- Prepare for discharge by checking customs status, berth planning, discharge readiness, delivery arrangements, surveyor requirements and any documents needed before cargo release.
- Follow discharge through to completion, including final outturn, quality, weight, delivery status, claims or differences, and any action needed to protect the company's position.
- Prepare, check and chase shipping, customs, warehouse, delivery, certificate and payment-related documents so they are accurate, complete and available on time to avoid demurrage, storage, penalties, payment delays or client service Issues.
- Handle payment requirements, including Letters of Credit, bank collection and other agreed structures; review instructions carefully and coordinate amendments when needed to avoid discrepancies or late payment.
- Issue invoices to clients, arrange supplier and service provider payments, including surveyor, freight and related shipment costs, and follow up with finance teams on incoming and outgoing payments until settlement is completed.
- Find fast, practical solutions when issues arise, escalate serious risks with clear facts and proposed next steps, and keep execution moving to reduce cost, risk and disruption for the company and the client.

Requirements

- Minimum 5 years of experience in commodity, shipping, or trade operations.
- Strong experience in import/export operations for agricultural commodities such as sugar, grains, molasses, or similar products.
- Hands-on experience managing bulk, break-bulk, and tanker vessel shipments.
- Good knowledge of shipping documentation, customs regulations, Incoterms 2020, and Letters of Credit (L/C).
- Strong communication skills in English and Thai.
- Proficient in Microsoft Excel, Word, Outlook, and Teams.

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.

Privacy Policy Link: https://www.jac-recruitment.th/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.th/terms-of-use

Company Description