

PR/120758 | Trading Section Staff

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1621761

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:17

General Requirements

Minimum Experience Level
Over 1 year

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

The Trading Section Staff role supports import/export and logistics operations by coordinating with overseas suppliers, logistics partners, customs authorities, and internal teams to ensure efficient and compliant shipment processes. The position plays a key role in managing import procedures, maintaining shipment accuracy, and supporting smooth supply chain operations.

Responsibilities

- Support international trading and logistics activities to ensure smooth business operations.
- Coordinate with internal teams, external business partners, and service providers on shipment-related matters.
- Assist in managing import/export processes and regulatory requirements.
- Monitor shipment progress and facilitate timely delivery of goods.

- Review operational documents and ensure accuracy and compliance with company procedures.
- Support cost control and administrative activities related to logistics operations.
- Maintain communication with relevant stakeholders to resolve operational issues efficiently.
- Contribute to continuous improvement initiatives and other assigned operational projects.

Requirements

- Bachelor's degree in Logistics, Supply Chain, Business Administration, International Business, or a related field.
- 1-3 years of experience in logistics, trading, supply chain, or import/export operations is an advantage.
- Understanding of international trade processes and business operations is preferred.
- Good command of English for both written and verbal communication.
- Proficiency in Microsoft Office applications.
- Strong coordination, communication, and relationship management skills.
- Detail-oriented with the ability to prioritize tasks and work effectively in a fast-paced environment.
- Eagerness to learn, a proactive mindset, and the ability to work collaboratively with diverse stakeholders.

Location: MD Tower (Bangna)
Employment Type: Full-time

About the Company

A well-established international trading company specializing in procurement, import/export, and supply chain solutions. As part of a global business network, the company works closely with overseas suppliers and customers across various industries, offering employees valuable exposure to international trade operations and a collaborative multinational working environment.

#LI-JACTH

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