



PR/117582 | Import & Export Officer (Japanese-speaking JLPT N3 or above)

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント タイランド

求人ID

1549428

業種

その他（メーカー）

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年08月05日 18:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Position: Import & Export Officer (Japanese-speaking JLPT N3 or above)

Salary: Up to 30,000 THB/month

Location: Bangkok

Working Period: Monday – Friday , 08:00 – 17:00 P.M.

Job Responsibilities:

- Manage inventory control, and prepare purchase orders, invoices, packing lists, and other related documentation.
- Ensure timely delivery of raw materials from both international and domestic suppliers to the factory according to the production schedule.
- Coordinate with factories and suppliers regarding delivery schedules, order quantities, and receiving processes.

- Liaise with freight forwarders and logistics agents (both overseas and local) to manage import/export schedules and documentation.

Qualifications:

- Bachelor's degree in Business Administration, Logistics, or a related field.
- JLPT N3 or higher.
- Good communication skills in English.
- Proficient in Microsoft Office, especially Excel functions like VLOOKUP.
- Minimum of 1 year of experience in import/export, procurement, purchasing, or logistics.

Welfare & Benefit

- Health insurance.
- Provident fund.
- Overtime payment.
- Social insurance.

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>

会社説明