



## PR/119125 | Import-Export Officer

### 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

1579794

#### 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

2026年03月24日 12:01

### 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

日常会話レベル

#### 日本語レベル

無し

#### 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

Our client is Global of Packaging and Chemical business . They are looking for a potential candidate who can fulfill their requirement as follows;

Position : Import-Export Staff

Business Type : Chemical and Packaging

Working day : Mon – Fri

Benefit :

- Salary: Total Package as 30,000 – 35,000 THB/ month (Depend on experience)
- Bonus

#### Qualifications:

- Bachelor's degree in Logistics&Supply chain Management, Business Administration or related field.

- **Minimum 3** years experience in Logistics,Import-Export
- Solid knowledge of IMDG Code and DG documentation processes.
  
- English communication skills at daily conversation level.

Job description

- Handle daily import, shipping issues and documents for customs formalities.
- Coordinating with shipping and freight forwarders regarding customs processes.
- HS Code checking, import license apply for daily shipment.
- Manage import/export licenses, license renewals, billing preparation, and required reporting.
- Handle all import/export documentation, including: shipping issues and documents for customs formalities.
- Prepare Document Invoice/Packing list import -export Submit to customs clearance process.
- Coordinate with suppliers, customs brokers, freight forwarders, transportation providers, DG warehouses, and DG terminals.
  
- Follow up on shipment planning and schedules from suppliers/customers in India and China.
- Update and monitor order status, shipment progress, and related information.
- Control ISO Tank storage time at DG Terminal/NRS yard after ETA at Laem Chabang.
- Arrange transport bookings for freight deliveries to customers.
- Manage OEM delivery schedules, returnable cylinders, and tonner handling.
- Coordinate with refilling production teams for shipment planning.
- Oversee and control return packaging timelines, including ISO Tanks and Tonner tanks.

**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