

PR/120532 | Operation Associate

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
1616078

業種
レストラン・フードサービス

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11月03日 12:00

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
流暢レベル

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

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.

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会社説明