

PR/120758 | Trading Section Staff

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
1621761

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11月10日 11:17

応募必要条件

職務経験
1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
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

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

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会社説明