

## Job Detail

Staff Level

Position Title	Import & Export Customer Service Officer (Sea & Air Freight Forwarding)
Recruiter Company	Global Trust Networks Co.,Ltd./株式会社グローバルトラストネットワークス
Company Name	Company name is private
Activated / Updated	2024-04-23 / 2024-04-26
Job Type	Administrative - Logistics/Materials & Purchase Control Administrative - International Trading Administrative - International Affairs
Industry	Transport/Storage/Logistics
Location	Asia Thailand Bangkok Asia Japan Tokyo
Job Description	<ul style="list-style-type: none"> <li>You will work in Thailand in your first year. From your second year you will work in Japan.</li> <li>Receive and arrange export reservations for air and sea import cargo from exporters and overseas agents</li> <li>Receive advance alerts and documents from overseas agents.</li> <li>Liaise with shipping companies, customers and overseas agents.</li> <li>Serve as the liaison for monitoring import cargo.</li> <li>Process import documents.</li> <li>Manage domestic and overseas customers for import document requirements and track cargo delivery status</li> </ul>
Company Info	It is a major Japanese transportation company and also has a branch in Bangkok, Thailand.
Working Hours	9:00-18:00 8-hour shift
Qualifications	<ul style="list-style-type: none"> <li>Native Thai</li> <li>University graduate or above</li> <li>Knowledge of shipping and receiving documents and INCOTERM for international cargo transport by sea or air import</li> <li>Conversational level of English (emphasis on reading and writing)</li> <li>Experience in a freight forwarding company (sea/air import)</li> <li>Expertise in customs clearance preferred</li> </ul>
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Daily Conversation Level
Other Language1	Thai(Native Level)
Salary	JPY - Japanese Yen JPY 1500K - JPY 3000K
Salary Description	<ul style="list-style-type: none"> <li>During the first year of employment, you will work in Thailand, so your salary will be based on Thai standards (140,000-170,000 yen per month). From the second year onwards, your salary will be based on Japanese standards. Social insurance provided</li> </ul>
Holiday Description	Five-Day Workweek Paid Holidays
Job Contract Period	Full-time employment