

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">• You will work in Thailand in your first year. From your second year you will work in Japan.• Receive and arrange export reservations for air and sea import cargo from exporters and overseas agents• Receive advance alerts and documents from overseas agents.• Liaise with shipping companies, customers and overseas agents.• Serve as the liaison for monitoring import cargo.• Process import documents.• Manage domestic and overseas customers for import document requirements and track cargo delivery status
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">• Native Thai• University graduate or above• Knowledge of shipping and receiving documents and INCOTERM for international cargo transport by sea or air import• Conversational level of English (emphasis on reading and writing)• Experience in a freight forwarding company (sea/air import)• Expertise in customs clearance preferred
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">• 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
Holiday Description	Five-Day Workweek Paid Holidays
Job Contract Period	Full-time employment