

# **Documentation Staff**

## **Qualifications:**

1. Male or Female, Thai Nationality.
2. Bachelor's Degree in any fields.
3. Able to understand English both spoken and written.
4. Good knowledge of computer (Ms. Office) and also typing skill.
5. Some experience in Documentation job is advantageous but not compulsory.
6. Applicant who is able to work in Rayong area will be especially considered.
7. Some knowledge and experience in tariff job would be advantageous but not compulsory.
8. Possess good co-ordination skills, positive thinking and team player.

## **Responsibilities:**

### **Group A**

- Documentation related to import/export, custom clearance, Inland transportation and freight forwarder business.
- To handle import/export documentation process as assigned.
- To handle the data entry process as well as checking and amending the correctness of documentation.

### **Group B**

- Check the tariff of goods as well as analyze the product details for issuing the tariff.
- Co-ordinate with every department related with import and export documentation for the tariff nomenclature.

**Location:** Silom Office