



THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.

## Logistics Officer

Department: Procurement

### Job Summary:

Source and select subcontractors (forwarders, logistics agencies, etc.). Review shipping documents and issue orders to the successful subcontractors. Collaborate with all parties for shipment arrangement and customs clearance formalities. Monitor shipment schedule status and coordinate with internal TNS team for materials arrival / receiving preparation. Review invoice and proceed with the payment request.

### Responsibilities:

- Source subcontractors for logistics service providers.
- Prepare and submit commercial Bid Evaluation (CBE) of Subcontractor Selection.
- Review shipping documents.
- Prepare documents with relevant government agencies for permit and licenses application and approval processes.
- Prepare and issue approved work order to subcontractor.
- Coordinate with subcontractors for shipment arrangement and customs clearance processes.
- Review draft import entry documents.
- Expedite with subcontractor for shipments schedule, and coordinate with internal team for materials arrival.
- Review invoice and proceed with payment request.

### Qualifications:

- Bachelor's Degree in Logistics Management.
- Minimum 2 years in Logistics or related job functions.
- Experience in oil and gas business.
- Experience in import & export process.
- Good command of English both written and spoken

### Contact US:



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