



Vacancy Announcement

Export-Import Logistics Officer

Duty station: Head Office, Vientiane Capital

Contract Type: Lao National employment

Contract Duration: Permanent

About Company:

Burapha Agroforestry is a plantation and wood products company with established eucalyptus plantations and plywood mill in Laos. Established in 1994, the company has a goal of developing a timber plantation asset in Laos large enough to serve as the primary wood supplier for a major industrial operation.

This role will be based at Burapha Head Office, Vientiane Capital. The working days is from Monday to Friday (40 hours per week).

Job Overview

The Import/Export Logistics Officer is responsible for coordinating and overseeing all import and export activities of the company, including compliance with Lao customs regulations, international trade requirements, and company policies. A key responsibility includes maintaining and administering the company's Master List with the Ministry of Industry and Commerce, to support import licensing for raw materials and export licensing for customer shipments of plywood and other agro-forestry products.

Key Responsibilities:

- Prepare and review invoices, packing lists, bills of lading, and other trade-related documentation by coordinating with company factory and transport providers
- Manage and coordinate all import and export documentation, including customs clearance, permits, and certificates of origin.
- Administer and update the company's Master List to ensure valid import and export licenses for all operations, and review with internal Departments, for accuracy, before annual submission to Lao PDR government agencies for review of import goods and HS codes classification.
- Liaise with customs authorities, freight forwarders, shipping lines, and government agencies to ensure compliance with trade regulations.
- Monitor shipment schedules, track cargo status, and provide timely updates to internal teams.
- Ensure compliance with phytosanitary, environmental, and quality control regulations for agro-forestry and plywood products.
- Optimize logistics processes to minimize costs, lead times, and risks.
- Support supplier and buyer relations, ensuring effective communication with local and international partners.

- Maintain accurate records and reporting systems for all import/export transactions, including Master List updates.
- Work closely with procurement, compliance, and production teams to align licensing and logistics with operational needs.
- Identify and mitigate risks in supply chain and customs operations.

Qualifications / Experience:

- Bachelor's degree in Logistics, Supply Chain Management, International Trade, Business Administration, or related field.
- Minimum 3 years of experience in import/export, logistics, or customs clearance, preferably in agriculture, forestry, or commodities.
- Experience in maintaining and administering a Master List in Lao PDR for import and export licensing is highly preferred.
- Strong knowledge of Lao customs procedures, trade regulations, and documentation requirements.
- Familiarity with ASEAN and international trade agreements (e.g., GSP, AFTA) is an advantage.
- Proficiency in MS Office (Word, Excel, Outlook)
- Experience with ERP/logistics software is a plus.

We offer a competitive remuneration package and a supportive and committed team environment.

How to apply:

Interested and qualified applicants should send an updated CV, proof of qualifications, and a cover letter explaining why you are the best candidate for the above position to recruitment@buraphawood.com .

The deadline for submissions is December 30th 2025 at 17:00 pm. Applications received after the deadline will not be accepted, and only those selected for interviews will be contacted.