



## PR/158985 | Operation Officer

### Job Information

**Recruiter**[JAC Recruitment Malaysia](#)**Job ID**

1538635

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

May 6th, 2025 10:48

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Job Responsibilities:**

- Expertise in Incoterms, import/export duties and taxes, and customs clearance procedures.
- Accurately input vendor costs and customer billings into the accounting system.
- Oversee and track incoming and outgoing shipments to ensure deadlines are met.
- Work closely with the Logistics Manager/Assistant Manager to coordinate with transportation/forwarding agencies, suppliers, and customers, ensuring timely and accurate import/export deliveries.
- Maintain an organized and up-to-date filing system.
- Manage the entire logistics supply chain operations.
- Perform additional tasks as assigned by the superior.

Job Requirements:

- Strong communication skills.
- Proficient in computer use.
- Positive attitude, team player, ability to multi-task, self-motivated, work independently, and handle pressure.
- Minimum of a Higher Secondary/Professional Certificate.
- Proficiency in English and Bahasa Malaysia.
- At least 3 years of experience in related field. Fresh graduates with relevant studies in Logistics/Supply Chain may also be consider.

#LI-JACMY

---

Company Description