



PR/159029 | HEAD OF IMPORT & EXPORT

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1544733

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 10:14

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

Company Overview

Our client is an established automotive parts manufacturing MNC from China. They are setting up a high-volume export manufacturing facility in Senai Airport City. Their customers are well-known automotive players in the market.

Job Responsibilities

- Be familiar with the laws and regulations on local customs, business, import and export, logistics and trade in Malaysia
- Be responsible for the overall logistics, warehousing and import and export trade operations of the Malaysian factory, and match relevant documents and accounts;

- Be responsible for the qualification review of logistics suppliers (such as carriers, warehousing service providers), and establish an assessment mechanism (such as KPI and service level agreement);
- Coordinate the import and export logistics and trade operations between China and Malaysia and the import and export logistics and trade operations of the Malaysian factory to foreign customers; including JIT delivery from the Malaysian factory to Malaysian OEM customers.
- Ensure that logistics meets industry standards (such as MMOG/LE certification system) and corporate internal control requirements, and handle compliance risks;
- Customer audits respond to logistics, warehousing and trade; formulate rectification plans for audit issues and follow up implementation to ensure a closed-loop rectification;
- Analyze potential problems and risks in logistics and trade operations (such as delivery delays, cargo damage), formulate emergency plans and organize drills (such as trade conflicts); coordinate local logistics resources in Malaysia (such as vehicles and warehousing)
- Plan logistics capabilities according to forecasts, including warehouse area, logistics facilities, personnel, etc., and make corresponding adjustments according to demand.
- Promote and participate in the standardization, process, systematization, and digital optimization of logistics processes to improve service quality and customer satisfaction;

Job Requirements

- Degree/Diploma in Business Studies or its equivalent.
- 5-8 years experience in shipping and logistics in manufacturing industry.
- Hands on experience in ERP system.
- Familiar with customs regulations and requirements.
- Preferably with experience in ISO 9001 and TS 16949.
- Good communication skills.

Interested applicants please feel free to apply online or contact us for more information.

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Company Description