



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

PR/159198 | Operation Officer

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1548155

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

October 15th, 2025 04:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

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

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Company Description