



## PR/159416 | Logistic Executive (Manufacturing)

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1553837

**Industry**

Industrial Facilities

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

August 5th, 2025 10:20

### 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 and Job Overview:

Company specializes in the manufacturing and supply of industrial products. It serves various sectors including general machinery and marine industries.

#### Job Responsibilities:

- Collaborate closely with internal operations teams to fulfill customer requirements
- Coordinate with both internal departments and external stakeholders
- Prepare shipping and export documentation, including Bill of Lading (BL), Invoice, Packing List, etc.
- Ensure adherence to customers' Standard Operating Procedures (SOPs)
- Review and approve BL drafts submitted by carriers
- Request amendments to BL drafts from carriers when necessary
- Arrange bookings for ocean freight and drayage services for export containers, and update relevant systems accordingly
- Maintain 5S standards and ensure effective visual management practices
- Comply with ISO and IATF quality standards

- Participate in monthly internal stock checks and audits with external auditors
- Monitor and manage daily delivery schedules for customers
- Conduct inventory checks and stock verification

**Job Requirements:**

- Minimum 2 years of experience in logistics control related position
- Diploma or Degree in Logistics, Supply Chain Management, or a related field.

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