



PR/095080 | Logistics Coordinator / Sales Support

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1554709

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 12th, 2025 10:30

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

Location

Hanoi

Company and Job Overview

Representative office specializing in international logistics and freight forwarding services.

Job Responsibilities

- Prepare and issue quotations, invoices, and other required documentation.
- Liaise with shipping lines, airlines, and customs brokers to arrange transportation and customs clearance.
- Coordinate with overseas and domestic agents to ensure smooth logistics operations.
- Provide operational support and reminders to the sales team.
- Respond to customer inquiries regarding transport schedules, pricing, and shipping documents.

- Perform general customer service and administrative tasks related to logistics.

Job Requirements

- 5+ years of experience in international logistics, freight forwarding, or import/export.
- Native Japanese or business-level Japanese proficiency. English reading and writing skills; speaking ability is a plus.
- Proactive, detail-oriented, and able to multitask.
- Knowledge of export/import documents (Invoice, Packing List, B/L).
- Strong interpersonal and communication skills.
- Basic PC skills (Word, Excel, email).

Benefit

- Competitive salary and benefits package
- High-performing, multicultural working environment.
- Continuous learning and development opportunities.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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Company Description