



PR/095172 | Supervisor Position - Logistics - Custom Clearance Department

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1559157

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

November 18th, 2025 16:00

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

Company and Job Overview

JAC's client, a Japanese logistics company, is looking for a Supervisor Position - Logistics - Custom Clearance Department

Location: Dong Nai

Job Responsibilities

- Handle all procedures and documentation related to import and export activities.
- Prepare required paperwork such as contracts, bills of lading, certificates of origin (CO), invoices, customs declarations, and shipping documents.
- Manage the full process of import/export operations including customs clearance, scheduling, and container loading/unloading.
- Ensure compliance with regulations on material (NVL) and finished goods (TP) management.
- Provide support and guidance to address customer requests related to import/export procedures and certificates of origin (C/O), within authority.

- Collaborate with other departments to ensure smooth operations and timely reporting.

Job Requirements:

- College or Bachelor's degree in International Trade, Business Administration, Economics, Customs Declaration, or related fields.
- Minimum 3 years of experience in customs declaration, import-export, preferably with logistics companies handling multiple types of shipments.
- Solid knowledge of customs regulations and compliance requirements.
- Fluent in English across all 4 skills (listening, speaking, reading, writing); able to work directly with foreign customers (e.g., Australia, South America). Candidates with an English certificate are preferred.
- Proficient in MS Word, Excel, and electronic customs declaration software (e.g., E-CUS).
- Strong communication and time management skills; dynamic, able to work independently and in teams.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description