



マレーシアの求人なら
JAC Recruitment Malaysia

PR/159801 | Logistic Assistant Manager (forwarding) - Night Shift

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1565990

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

December 16th, 2025 11:01

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:

- Work with the Regional Manager to report issues and challenges for assigned functions and accounts.
- Manage export and import documentation, billing, and compliance for the region.
- Lead and motivate the team, providing coaching and soft skills development.
- Create, implement, and review operational policies and procedures.
- Handle customer and supplier complaints or major issues.
- Plan and adjust daily staffing schedules to meet business needs and ensure fair workload distribution.
- Communicate new instructions and process changes to the team regularly.
- Supervise team performance, provide training, and ensure goals are met.
- Collaborate with US stakeholders and analyze customer requirements to solve complex problems.
- Monitor and ensure timely completion of tasks and evaluate team performance.
- Oversee export/import processes including documentation, customs clearance, and logistics.
- Track shipments, maintain accurate records, and resolve issues promptly.
- Research regulations and compliance requirements to support team initiatives.
- Process vendor invoices, verify details, and ensure timely approvals and payments.
- Respond to vendor inquiries and resolve discrepancies.
- Assist with month-end closing, accruals, and reconciliations.

- Generate reports on accounts payable and vendor activity.

Job Requirements:

- Degree in Logistics, Supply Chain, or related field (preferred).
- Experience in export/import operations and vendor invoicing.
- Strong knowledge of logistics and shipping processes.

- **Able to work night shifts and follow US holidays.**

#LI-JACMY

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Company Description