



PR/095381 | Logistic (Senior / Assistnat /

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1566483

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

November 25th, 2025 11:26

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

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 is a renowned brand in the Food industry. This role requires coordination inbound & domestic logistics flows.

Job Responsibilities

1. Import & Domestic logistics operations:

Import:

Follow up inbound flow

Coordinate with logistics service providers to ensure the accuracy of delivery

Ensure the accuracy of import documents

Keep full clearance & delivery documents for audit/accounting

Domestic:

Coordinate delivery plan between factories and customers

Align delivery timing & pickup instructions with customers

Ensure customer receive correct pickup information

Collect & verify delivery notes

2. Coordination & Communication

Provide ETA, clearance updates, domestics production/delivery updates to Sales and Back

Office

Work with suppliers and factories for document corrections or urgent requests

Communicate delivery arrangements with customers when needed

Coordinate with Back Office to ensure all shipment documents are complete for invoicing

3. Process, Tracking & Improvement

Maintain and improve logistics workflows and tracking tools for both import and domestics flows

Standardize basic templates/timelines for shipment and domestics tracking

Identify repeated issues and propose improvements

Support evaluation of delivery options or warehouse setup as business grows

4. Reporting

Maintain shipment tracker: in-transit, clearance, deliveries, domestics production & delivery

Prepare logistics reports for management

Support future expansion: warehouse coordination, domestic distribution, and potential oversight of junior staff

Job Requirements

At least 3 years' experience in import logistics (food additives is preferred)

Strong hands-on experience with:

FCL/LCL import (by sea/air)

Red-line clearance

Working directly with logistics agents

Delivery to strict customers

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Company Description