



PR/160004 | Operation Executive (import / export)

Job Information

Recruiter

[JAC Recruitment Malaysia](#)

Job ID

1572784

Industry

Medical Device

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 20th, 2026 10:16

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Responsibilities:

- Order Management: Handle customer and supplier purchase orders, track deliveries, and ensure timely shipment.
- Trade Coordination: Manage import/export documents and work with freight forwarders and customs for smooth transactions.
- Documentation & Compliance: Maintain accurate records and ensure compliance with company and trade regulations.
- Communication: Act as the main contact for order queries and coordinate with internal teams to resolve issues.
- Process Improvement: Suggest ways to improve efficiency and support system upgrades.

Job Requirements:

- Bachelor's degree in Business, Supply Chain, or related field.
- More than 5 years of experience in order management or supply chain operations.
- Knowledge of international trade regulations and import/export procedures.
- Proficient in ERP systems (SAP, Oracle, Microsoft Dynamics); Multibook experience is a plus.
- Strong communication and coordination skills.

- Skilled in MS Office (Excel, Word, Outlook).
- Ability to work under pressure and manage multiple priorities.

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Company Description