



PR/095585 | Customs Specialist

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1577525

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

June 2nd, 2026 08:00

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 newly established factory based in Ho Nai, Dong Nai.

Job Responsibilities

Customs transactions & Compliance management:

- Monitor and process import/export activities
- Ensure customs declarations are completed accurately and on time
- Apply VN customs laws and maintain high compliance across all operations

- Translate and manage customs-related master data

Brokers & Invoicing management:

- Coordinate with brokers on product classification & clearance processes
- Track broker performance, support implementation, and validate invoicing
- Ensure timely payment processing and system updates for customs fees

BOM Modifications & Data Support:

- Support BOM changes and communicate with authorities when needed
- Maintain and update customs-relevant data for product and material records
- Assist with licenses, quotas, and other trade-related authorizations

Audit & Regulatory Support:

- Maintain GTS audit trails and prepare for internal/external audits
- Assist in regression testing, master data alignment, and system enhancements
- Provide guidance and answer customs-related questions from internal users in Vietnam

Job Requirements

- Degree in International trade, business or related
- 3-5 years' experience in import/export - preferably in Manufacturing companies
- Experience in Customs Finalization Report is a plus
- Experience in SAP system

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Company Description