



## PR/095587 | Transportation Coordinator

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1577527

**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 1 year

**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 newly established factory based in Ho Nai, Dong Nai.

#### Job Responsibilities

##### Transportation planning and coordination:

- Plan, coordinate, and monitor daily transportation activities (both inbound and outbound)
- Arrange bookings with the Freight Forwarder and trucking vendors
- Track shipments and proactively manage delays, exceptions, and risks

**Communication and stakeholder management:**

- Serve as the main contact point for transportation-related topics
- Communicate effectively with internal and external teams (warehouse, planning, purchasing, custom broker, and finance)
- Coordinate with global teams and overseas suppliers

**Documentation:**

- Prepare and verify transportation documents (bill of lading, arrival note, invoices, etc...)
- Ensure the document complies with customs and trade

**Performance monitoring:**

- Monitor transportation KPIs and freight forwarders' performance
- Support freight cost validation and invoice checking

**System and report:**

- Maintain accurate transportation data
- Prepare regular transportation reports and dashboards
- Support the transportation analyst for continuous improvement

**Job Requirement**

- Bachelor's degree in Logistics, Supply Chain, Business
- 1-3 years of experience in transportation, logistics, or supply chain (manufacturing environment is a plus)
- Familiar with TMS/ERP (SAP is a plus)
- English communication

**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**