



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

May 5th, 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

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Company Description