



PR/160232 | Operation support - A leading Japanese trading company

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1581823

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

March 10th, 2026 10:33

General Requirements

Minimum Experience Level

Over 1 year

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

Company Background:

A leading company involved in the trading and distribution of plastic materials and industrial equipment.

Job Description:

- Input of billing and purchasing data on PC
- Input of data into management reports on PC
- Other simple data entry tasks
- E-mail communication with customers and suppliers
- Coordinate and support for shipments arrangement

Job Requirements

- Preferably with experience working in logistics operations.
- Good in documentation and operation support.
- Able to join immediately will be added advantages.

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Company Description