



## PR/160735 | Logistic Executive - Global trading company

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1599413

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 11:15

### 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 Overview

B2B trading company in the plastics and industrial materials industry, specializing in distributing plastic resins, products, and related equipment. They are looking for logistic Executive who responsible for coordinating end-to-end logistics operations, including import/export shipments, inventory planning, and delivery management.

#### Job Responsibilities

- Import/export of materials and domestic delivery
- General trade operations related to import/export (preparing invoices/packing lists, arranging B/L, handling customs documents, etc.)
- Communication with overseas business partners, customers, suppliers, and logistics-related companies

- Order management and delivery schedule coordination
- Inventory and shipment management
- Preparation and organization of contracts and shipping documents, insurance procedures, creation/submission of required documents to customs
- Support for sales and payment management operations

**Job Requirements:**

- Diploma / bachelor's degree in Logistics, Supply Chain, Business or related field
- 2–5 years' experience in logistics, preferably in trading / manufacturing / plastics industry
- Good knowledge of import/export procedures and shipping documentation
- Strong coordination and communication skills
- Able to work in a fast-paced trading environment
- Experience in dealing with LMW/ SST tax exemption regulations
- Fluent in English; ability to communicate with regional stakeholders is preferred

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Company Description