



PR/087332 | Export Office Associate

Job Information

Recruiter

JAC Recruitment USA

Job ID

1599926

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 12:08

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

POSITION SUMMARY

This position is responsible for administrative and clerical support to the export division, ensuring the smooth processing of international and domestic shipments through accurate documentation, coordination with internal teams, and responsive customer support.

RESPONSIBILITIES

- Respond to internal and external inquiries related to shipments and issue resolution
- Review export and domestic orders to ensure proper documentation for government compliance
- Follow up with vendors to ensure timely procurement and shipment
- Provide customer service support including order confirmation and follow-up

- Communicate with overseas counterparts to coordinate timely shipments
- Handle general office tasks such as filing, copying, data entry, and phone support
- Assist export staff and support daily departmental operations
- Perform additional administrative tasks as assigned

QUALIFICATIONS

- Detail-oriented with the ability to work in a fast-paced environment
- Proficiency in Microsoft Office applications
- Strong interpersonal and communication skills
- Ability to organize and prioritize multiple tasks
- English proficiency in speaking, reading, and writing
- Prior knowledge of export or customs regulations is a plus

SALARY USD \$ 21-27/hr.

LOCATION Santa Fe Springs, CA

WORKING HOURS Mon- Fri 8:00 AM to 5:00 PM

BENEFITS

- Health, dental, vision, life & accident, and pet insurance
- 401(k) with company matching
- 19 days of paid time off
- Wellness program and EAP assistance and much more!

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Company Description