



PR/160803 | Supply Chain & Logistics Executive - Mining

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1603058

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

July 21st, 2026 11:05

General Requirements

Minimum Experience Level

Over 3 years

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

A leading international mining and commodity trading group headquartered in Singapore is seeking a Supply Chain & Logistics Executive to support its expanding operations in Malaysia. This is an exciting opportunity for a commercially minded and hands-on professional to work directly with the Managing Director, overseeing logistics coordination, supplier management, shipment execution, and operational activities across the business. The role offers broad exposure to commodity trading, transportation, port operations, and supply chain management, with strong long-term career progression into business and operations leadership.

JOB RESPONSIBILITIES

- Coordinate end-to-end logistics, transportation, shipment, and supply chain activities to ensure smooth and timely execution of business operations.
- Work closely with logistics providers, transport companies, shipping partners, and port operators to manage daily

operational requirements and resolve supply chain issues efficiently.

- Monitor shipment progress, delivery schedules, and operational timelines, ensuring all activities are executed according to plan.
- Manage relationships with suppliers, vendors, and external business partners, ensuring effective communication, service quality, and operational performance.
- Coordinate supplier visits, business meetings, and stakeholder engagements while supporting ongoing vendor and partner management activities.
- Support the Managing Director in day-to-day business operations, including handling business enquiries, operational coordination, and project follow-up activities.
- Assist in the implementation of new business initiatives and operational improvement projects, ensuring timely execution and stakeholder alignment.
- Prepare regular operational updates and recommendations for the Managing Director, while travelling within Malaysia when required to support business activities and partner engagements.

JOB REQUIREMENTS

- Diploma, Advanced Diploma, Bachelor's Degree, or equivalent in Logistics, Supply Chain Management, Business Administration, International Trade, or a related discipline.
- Minimum 3 years of working experience in Supply Chain, Logistics, Shipping, Freight Forwarding, Transportation, Operations, or related fields.
- Experience coordinating shipments, logistics activities, suppliers, transport providers, or operational stakeholders will be an added advantage.
- Candidates from logistics, shipping, freight forwarding, commodity trading, manufacturing, industrial products, or mining-related industries are encouraged to apply.
- Strong coordination, problem-solving, and follow-up skills with the ability to manage multiple priorities in a fast-paced environment.
- Good communication and stakeholder management skills, with the confidence to engage suppliers, business partners, and external service providers.
- Independent, hands-on, and execution-driven with a strong sense of responsibility and ownership.
- Willing to travel within Malaysia when required for supplier visits, business meetings, and operational activities.

#LI-JACMY

#countrymalaysia

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Company Description