

PR/160862 | Import Export Manager - Top automotive industry

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1607160

Industry
Automobile and Parts

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 16:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Job Description:

- Ensure safety, quality, and delivery are top priorities. Apply the “Stop, Call, and Wait” principle when abnormalities occur.
- Conduct on-site verification for all abnormalities and improvement activities.
- Escalate any abnormal situation to the Head of Department within 3 hours.
- Plan and manage import and export operations, including designing and implementing logistics systems and procedures to support manufacturing and production targets.
- Ensure full compliance with customs regulations, tariffs, free trade agreements, and manufacturing license requirements across all operating markets.
- Prepare, review, and manage all import/export documentation, including commercial invoices, packing lists, certificates of origin, bills of lading, customs declarations, and licenses.

- Coordinate inbound and outbound logistics, working closely with carriers, freight forwarders, 3PLs, and shipping lines to manage schedules, rates, and contracts.
- Monitor shipment performance, delivery KPIs, and logistics costs, and identify cost optimization opportunities while maintaining compliance.
- Proactively resolve logistics issues such as delays, customs holds, damages, or documentation errors, and assess risks related to regulatory changes and supply chain disruptions.
- Collaborate with internal and external stakeholders, including suppliers, customers, and logistics partners, and lead or support the import/export and logistics team to achieve performance goals.
- Stay updated on global trade and licensing regulations and drive continuous process improvement through audits, data analysis, and feedback.

Job Requirements:

- Diploma or Bachelor's degree in Supply Chain, Logistics, International Trade, or a related field
- Minimum 5 years of experience in import/export logistics, preferably within a regulated manufacturing environment.
- Strong knowledge of customs regulations, trade compliance, and import/export documentation
- Proven ability to negotiate and manage relationships with internal and external stakeholders
- Proficient in ERP systems and logistics software

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Company Description