



PR/161053 | Officer (Food & Retail Business Division)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1611311

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 08:00

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

One of Japan's largest global trading and investment companies, involved in businesses such as energy, food, chemicals, metals, logistics, infrastructure, and consumer products across multiple industries worldwide is seeking an **Officer (Food & Retail Business Division)** to join the team. This role involves responsible for coordinating trading operations, logistics arrangements, import/export documentation, shipment schedules, and transaction records while liaising with customers, suppliers, and logistics providers to ensure smooth business operations.

JOB RESPONSIBILITIES

- Coordinate logistics and shipment arrangements for trading transactions.
- Prepare and manage import/export and trade-related documents accurately.
- Maintain transaction records and update business systems to ensure data accuracy.

- Liaise with customers, suppliers, and logistics providers to ensure smooth order execution.
- Monitor shipment schedules and resolve operational issues to ensure timely delivery and efficient operations.

JOB REQUIREMENTS

- Degree in Business, Logistics, Supply Chain, or related field.
- Fresh graduates are welcome, experience in logistics, import/export, or trade operations is an advantage.
- Basic understanding of shipping, logistics, and international trade processes.
- Good Microsoft Office skills (Excel, Word, Outlook); SAP/ERP knowledge is a plus.
- Detail-oriented with good communication, time management, and teamwork skills.
- Responsible, proactive, and able to handle multiple tasks accurately.

#LI-JACMY

#countrymalaysia

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Company Description