



PR/161096 | Trade / Logistics Executive (furniture and home furnishing retailer)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1614207

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:37

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

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 the biggest furniture and home furnishing retailer is seeking a **Trade / Logistics Executive** to join the team. This role involves responsible for coordinate import/export shipments, manage logistics documentation and customs clearance, monitor delivery status, resolve shipment issues, and support cost and payment processing to ensure smooth supply chain operations.

JOB RESPONSIBILITIES

- Coordinate import/export shipments with suppliers, freight forwarders, and agents.
- Prepare and check shipping documents to ensure accuracy and compliance.
- Track shipment status and maintain accurate logistics records.
- Work with forwarders on customs clearance and resolve shipment issues.

- Handle logistics payments, shipment costing, and communication with stakeholders.

JOB REQUIREMENTS

- Bachelor's degree in Supply Chain, Logistics, or a related field.
- Minimum 3 years of logistics/supply chain experience.
- Knowledge of import and export processes.
- Good English communication skills and proficiency in MS Excel.
- Strong analytical skills, attention to detail, and problem-solving ability.

#LI-JACMY

#countrymalaysia

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Company Description