



JAC Recruitment

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JAC Recruitment Indonesia

PR/124075 | Exim Staff

Job Information

Recruiter

[JAC Recruitment Indonesia](#)

Job ID

1614576

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 10:34

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

Responsibilities

- Handle end-to-end export and import documentation and processes.
- Coordinate with overseas suppliers, customers, freight forwarders, and customs brokers.
- Prepare and monitor shipping documents such as Invoice, Packing List, Bill of Lading, COO, and other related documents.
- Ensure compliance with Indonesian customs regulations and import/export requirements.
- Track shipment schedules and resolve logistics issues.
- Coordinate with internal sales and finance teams regarding shipment status and billing.
- Maintain accurate EXIM records and reports.
- Support inventory planning and delivery timelines.

Requirements

- Bachelor's degree in International Trade, Logistics, Supply Chain, Business Administration, or related field.
- Minimum 1-3 years of experience in Export Import or Logistics operations.
- Familiar with customs clearance procedures and international shipping documentation.
- Proficient in Microsoft Excel and Microsoft Office.
- Good communication skills in English, both written and spoken.
- Detail-oriented, organized, and able to manage multiple tasks simultaneously.
- Experience in a trading company or food industry will be an advantage.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description