

PR/161208 | Logistics Executive

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1616877

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 06:00

General Requirements

Minimum Experience Level
Over 3 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

Company Overview

A company involved in international logistics and trade operations, managing import and export shipments while ensuring compliance with customs regulations, trade requirements, and documentation standards.

Key Responsibilities

- Review and verify shipping documents for import and export shipments.
- Prepare and process export documentation and customs-related paperwork.
- Manage regulatory applications, including SIRIM COA, AP permits, and FTA Certificates of Origin.
- Liaise with SIRIM officers, customs authorities, freight forwarders, shipping lines, and brokers to facilitate smooth shipment processes.

- Classify products using HS Codes and ensure correct application of Incoterms.
- Track shipment progress, monitor delivery schedules, and resolve logistics issues proactively.
- Ensure compliance with customs regulations, import/export requirements, and company policies.
- Maintain accurate shipment records, prepare reports, and respond to customer inquiries regarding logistics matters

Job Requirements

- Diploma or Bachelor's Degree in Logistics, Supply Chain Management, Business Administration, or a related field.
- At least 4-5 years of experience in logistics, shipping, import/export, or freight forwarding operations.
- Strong knowledge of customs procedures, SIRIM requirements, AP permits, FTA documentation, HS Codes, and Incoterms.
- Good communication, coordination, and problem-solving abilities.
- Proficient in Microsoft Office applications, especially Excel.
- Able to work independently and effectively manage multiple shipments and deadlines.

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Company Description