

PR/161291 | Junior Executive - Trade Representative (furniture and home furnishing industry)

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1621127

Industry
Retail

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 1 year

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 **Junior Executive – Trading Representative** to join the team. This role involves handle end-to-end shipment coordination, documentation, customs clearance, cost management, and stakeholder communication to ensure smooth and timely logistics operations.

JOB RESPONSIBILITIES

- Coordinate shipments with suppliers, forwarders, and agents to ensure timely delivery of goods.
- Prepare and verify shipping and customs documents to ensure accuracy and compliance.
- Monitor shipment and customs clearance status, maintaining accurate records and updates.
- Communicate and resolve shipment delays, clearance issues, and logistics-related problems with stakeholders.

- Manage shipment costs and payment processes, including invoice coordination and monthly cost reporting.

JOB REQUIREMENTS

- Bachelor's degree holder; fresh graduates are encouraged to apply.
- Good communication skills with business-level English proficiency.
- Proficient in Microsoft Office, especially Excel, with strong computer skills.
- Strong analytical, problem-solving, and attention-to-detail abilities.
- Interested in international trade, shipping, and logistics operations.

#LI-JACMY

#countrymalaysia

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Company Description