

PR/124157 | Logistics Staff

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1621150

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 09:00

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

About the Role

Responsible for supporting import-export activities, customs documentation, and logistics administration to ensure smooth and compliant shipment processes.

Qualifications:

- Minimum D3 in Logistics, Economics, Export-Import, or related field.
- Minimum 1 year of experience in logistics or export-import operations.
- Familiar with customs regulations and procedures.
- Experienced in handling BC 2.0, BC 2.3, BC 2.7, BC 3.0, and related customs documents.

- Proficient in CEISA or other customs systems.
- Good English communication skills.
- Detail-oriented and strong in administrative work.

Responsibilities:

- Handle daily import and export documentation.
- Prepare and process customs documents (BC 2.0, BC 2.3, BC 2.7, BC 3.0, etc.).
- Operate CEISA and other customs-related systems.
- Coordinate with freight forwarders, customs, and related parties.
- Monitor and manage shipment processes, including returns.
- Maintain logistics records and administrative documents.

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