

PR/124184 | Exim Staff

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1621713

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:09

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Responsibilities

- Handle export and import documentation, customs processes, and shipping arrangements.
- Coordinate with freight forwarders, customs brokers, suppliers, and customers regarding shipments.
- Monitor delivery schedules and ensure on-time import/export operations.
- Prepare and maintain shipping documents, invoices, packing lists, and related records.
- Communicate with Japanese headquarters, suppliers, and business partners in Japanese and English.
- Resolve logistics and documentation issues and provide shipment updates.
- Prepare reports related to EXIM activities and logistics performance.

Requirements

- Bachelor's degree in any relevant field.
- Minimum 2 years of working experiences.
- Prior experience in Export-Import, Logistics, Supply Chain, or International Trade is **not required**; however, relevant experience or knowledge in these areas will be considered an advantage.
- Japanese proficiency (JLPT N3 or above preferred).
- Good communication skills in English.
- Proficient in Microsoft Office, especially Excel.
- Strong attention to detail, communication, and coordination skills.

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