



マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/159198 | Operation Officer

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメント マレーシア

#### 求人ID

1548155

#### 業種

物流・倉庫

#### 雇用形態

正社員

#### 勤務地

マレーシア

#### 給与

経験考慮の上、応相談

#### 更新日

2025年08月06日 09:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### Job Responsibilities:

- Expertise in Incoterms, import/export duties and taxes, and customs clearance procedures.
- Accurately input vendor costs and customer billings into the accounting system.
- Oversee and track incoming and outgoing shipments to ensure deadlines are met.
- Work closely with the Logistics Manager/Assistant Manager to coordinate with transportation/forwarding agencies, suppliers, and customers, ensuring timely and accurate import/export deliveries.
- Maintain an organized and up-to-date filing system.
- Manage the entire logistics supply chain operations.

- Perform additional tasks as assigned by the superior.

Job Requirements:

- Strong communication skills.
- Proficient in computer use.
- Positive attitude, team player, ability to multi-task, self-motivated, work independently, and handle pressure.
- Minimum of a Higher Secondary/Professional Certificate.
- Proficiency in English and Bahasa Malaysia.
- At least 3 years of experience in related field. Fresh graduates with relevant studies in Logistics/Supply Chain may also be consider.

#LI-JACMY

**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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

---

会社説明