



## 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20日 08:00

### 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

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会社説明