



PR/159307 | Shipping Coordinator (Import / Retail)

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

1551948

業種

アミューズメント・エンターテインメント

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2025年07月15日 10:20

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:

- Coordinate and monitor all import shipping activities from origin to destination.
- Liaise with suppliers, freight forwarders, customs brokers, and internal teams to ensure smooth import operations.
- Prepare and review shipping documents including invoices, packing lists, bills of lading, and import permits.
- Ensure compliance with local customs regulations and international trade laws.
- Track shipments and provide timely updates to relevant stakeholders.
- Resolve shipping issues, delays, or discrepancies efficiently.
- Maintain accurate records of shipments, costs, and documentation.
- Support inventory planning and warehouse coordination for incoming goods.
- Assist in optimizing shipping routes and cost-saving initiatives.

Job Requirements:

- Diploma or Degree in Logistics, Supply Chain Management, International Business, or related field.
- Minimum 1 year of experience in import shipping or logistics coordination.

- Familiarity with customs procedures and international shipping documentation.
- Strong communication and negotiation skills.
- Proficient in Microsoft Office.
- Ability to work independently and manage multiple shipments simultaneously.
- Fluency in English; knowledge of Japanese is an advantage.

#LI-JACMY

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会社説明