



ベトナムの求人なら  
JAC Recruitment Vietnam

## PR/095013 | IMPORT CS STAFF

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1552387

#### 業種

物流・倉庫

#### 雇用形態

正社員

#### 勤務地

ベトナム

#### 給与

経験考慮の上、応相談

#### 更新日

2025年08月05日 15:00

### 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

#### 1/ JOB DESCRIPTION:

- Receive pre-alert from agent
- Input data in the company's software
- Send arrival notice to customer
- Contact with warehouse and carrier to received original docs.
- Solving the problem related daily work
- Issue debit note, credit note and check the date to complete the shipment
- Good communicate with agent, carrier, supplier, customer...

- Report to manager details of shipments, report, ... if required

## 2/ REQUIREMENTS:

- Graduated from College or above of related majors
- Know the process about ocean & air inbound as customer service
- Having at least 1 year of working experience in forwarder as customer service in air and sea import section.
- Having experience of working for Japanese company or good in speaking and writing English is an advantage
- Proficiency in Microsoft Office programs
- Good communication, negotiation, pricing skills, proactive, hard-working

## 3/ Benefit:

- Working Hours: 8:00 AM – 5:00 PM (Monday to Friday)
- Holidays: Saturdays, Sundays, Vietnamese national holidays, annual paid leave, and special leave (in accordance with Vietnamese labour law)
- Compulsory Insurance
- Bảo Việt Healthcare Insurance
- 13th month salary, yearly bonus, Teambuilding

#LI-JACVN

**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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会社説明