



JAC Recruitment

ベトナムの求人なら
JAC Recruitment Vietnam

PR/095080 | Logistics Coordinator / Sales Support

募集職種**人材紹介会社**

JAC Recruitment Vietnam Co., Ltd

求人ID

1554709

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12日 10:30

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**Location**

Hanoi

Company and Job Overview

Representative office specializing in international logistics and freight forwarding services.

Job Responsibilities

- Prepare and issue quotations, invoices, and other required documentation.
- Liaise with shipping lines, airlines, and customs brokers to arrange transportation and customs clearance.
- Coordinate with overseas and domestic agents to ensure smooth logistics operations.
- Provide operational support and reminders to the sales team.
- Respond to customer inquiries regarding transport schedules, pricing, and shipping documents.

- Perform general customer service and administrative tasks related to logistics.

Job Requirements

- 5+ years of experience in international logistics, freight forwarding, or import/export.
- Native Japanese or business-level Japanese proficiency. English reading and writing skills; speaking ability is a plus.
- Proactive, detail-oriented, and able to multitask.
- Knowledge of export/import documents (Invoice, Packing List, B/L).
- Strong interpersonal and communication skills.
- Basic PC skills (Word, Excel, email).

Benefit

- Competitive salary and benefits package
- High-performing, multicultural working environment.
- Continuous learning and development opportunities.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#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