



インドネシアの求人なら
JAC Recruitment Indonesia

PR/123163 | Logistics Admin

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インドネシア

求人ID
1554838

業種
物流・倉庫

雇用形態
正社員

勤務地
インドネシア

給与
経験考慮の上、応相談

更新日
2025年09月09日 11:01

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

Responsibilities:

- Ensure all export and import activities comply with relevant international trade laws and regulations.
- Prepare and process all necessary documentation, including customs declarations, invoices, packing lists, and certificates of origin.
- Maintain accurate records of all export and import transactions.
- Stay up-to-date on changes in customs regulations and trade policies.
- **Logistics Coordination:** Coordinate with freight forwarders, customs brokers, and carriers to arrange timely and cost-effective shipments. Track shipments and resolve any issues that may arise during transit.
- **Customs Procedures:** Handle customs clearance procedures, including tariff classification and duty calculations.
- **Administrative Tasks:** Process import and export orders. Maintain accurate inventory records. Handle payment

processing related to import and export transactions.

- **Relationship Management:** Maintain strong relationships with suppliers, customers, and logistics providers.

Qualifications:

- Bachelor's degree in international trade, logistics, or a related field.
- Have minimum 4-5 years proven experience in export and import operations.
- Strong understanding of customs regulations and procedures.
- Proficiency in preparing and processing export and import documentation.
- English Skill is a **MUST** and have good communication and negotiation skills.
- Have PPJK Certificate will be a valuable point.

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会社説明