



マレーシアの求人なら
JAC Recruitment Malaysia

PR/159801 | Logistic Assistant Manager (forwarding)

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

1565990

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11月18日 10:21

応募必要条件

職務経験

6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

無し

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 Description:

- Work with the Regional Manager to report issues and challenges for assigned functions and accounts.
- Manage export and import documentation, billing, and compliance for the region.
- Lead and motivate the team, providing coaching and soft skills development.
- Create, implement, and review operational policies and procedures.
- Handle customer and supplier complaints or major issues.
- Plan and adjust daily staffing schedules to meet business needs and ensure fair workload distribution.
- Communicate new instructions and process changes to the team regularly.
- Supervise team performance, provide training, and ensure goals are met.
- Collaborate with US stakeholders and analyze customer requirements to solve complex problems.
- Monitor and ensure timely completion of tasks and evaluate team performance.
- Oversee export/import processes including documentation, customs clearance, and logistics.
- Track shipments, maintain accurate records, and resolve issues promptly.
- Research regulations and compliance requirements to support team initiatives.
- Process vendor invoices, verify details, and ensure timely approvals and payments.
- Respond to vendor inquiries and resolve discrepancies.
- Assist with month-end closing, accruals, and reconciliations.

- Generate reports on accounts payable and vendor activity.

Job Requirements:

- Degree in Logistics, Supply Chain, or related field (preferred).
- Experience in export/import operations and vendor invoicing.
- Strong knowledge of logistics and shipping processes.

- **Able to work night shifts and follow US holidays.**

#LI-JACMY

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会社説明