



PR/160004 | Operation Executive (import / export)

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

1572784

業種

医療機器

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

2026年02月03日 06:00

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

流暢

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 Responsibilities:

- Order Management: Handle customer and supplier purchase orders, track deliveries, and ensure timely shipment.
- Trade Coordination: Manage import/export documents and work with freight forwarders and customs for smooth transactions.
- Documentation & Compliance: Maintain accurate records and ensure compliance with company and trade regulations.
- Communication: Act as the main contact for order queries and coordinate with internal teams to resolve issues.
- Process Improvement: Suggest ways to improve efficiency and support system upgrades.

Job Requirements:

- Bachelor's degree in Business, Supply Chain, or related field.
- More than 5 years of experience in order management or supply chain operations.
- Knowledge of international trade regulations and import/export procedures.
- Proficient in ERP systems (SAP, Oracle, Microsoft Dynamics); Multibook experience is a plus.
- Strong communication and coordination skills.

- Skilled in MS Office (Excel, Word, Outlook).
- Ability to work under pressure and manage multiple priorities.

#LI-JACMY

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会社説明