



PR/095587 | Transportation Coordinator

#### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1577527

#### 業種

その他（メーカー）

#### 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

2026年06月02日 08:00

#### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

日常会話レベル

#### 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

#### Company and Job Overview

JAC's client is a newly established factory based in Ho Nai, Dong Nai.

#### Job Responsibilities

##### Transportation planning and coordination:

- Plan, coordinate, and monitor daily transportation activities (both inbound and outbound)
- Arrange bookings with the Freight Forwarder and trucking vendors
- Track shipments and proactively manage delays, exceptions, and risks

**Communication and stakeholder management:**

- Serve as the main contact point for transportation-related topics
- Communicate effectively with internal and external teams (warehouse, planning, purchasing, custom broker, and finance)
- Coordinate with global teams and overseas suppliers

**Documentation:**

- Prepare and verify transportation documents (bill of lading, arrival note, invoices, etc...)
- Ensure the document complies with customs and trade

**Performance monitoring:**

- Monitor transportation KPIs and freight forwarders' performance
- Support freight cost validation and invoice checking

**System and report:**

- Maintain accurate transportation data
- Prepare regular transportation reports and dashboards
- Support the transportation analyst for continuous improvement

**Job Requirement**

- Bachelor's degree in Logistics, Supply Chain, Business
- 1-3 years of experience in transportation, logistics, or supply chain (manufacturing environment is a plus)
- Familiar with TMS/ERP (SAP is a plus)
- English communication

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会社説明