



PR/160220 | Logistic Executive

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

1581813

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

2026年03月24日 08:00

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

Company and Job Overview

A leading company involved in the trading and distribution of plastic materials and industrial equipment is seeking a Logistic Executive to support its business expansion.

Job Responsibilities

- Manage import/export operations and domestic deliveries, including preparing invoices, packing lists, B/L arrangements, and customs documentation
- Coordinate and translate product quality-related documents and other trade paperwork
- Communicate with overseas partners, customers, suppliers, and logistics service providers to ensure smooth shipment flow
- Handle order processing, delivery scheduling, inventory control, and shipment management

- Prepare and organize contracts, shipping documents, insurance procedures, and required customs submissions
- Support sales operations and payment management, including follow-up and administrative tasks

Job Requirements

- Degree in Marketing, Logistics & Supply Chain Management, or a related field
- Minimum 3 years of experience in logistics coordination and management, preferably within the chemical industry
- Strong hands-on experience in import/export documentation and delivery coordination
- Proficient in Microsoft Excel with strong data-handling skills
- Possess good problem-solving abilities and basic negotiation skills
- Must be a Malaysian citizen or hold valid residency status

Interested applicants, feel free to click APPLY NOW.

#LI-JACMY

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