



## PR/160232 | Operation support - A leading Japanese trading company

### 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

1581823

#### 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10日 10:33

### 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

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 Background:

A leading company involved in the trading and distribution of plastic materials and industrial equipment.

#### Job Description:

- Input of billing and purchasing data on PC
- Input of data into management reports on PC
- Other simple data entry tasks
- E-mail communication with customers and suppliers
- Coordinate and support for shipments arrangement

#### Job Requirements

- Preferably with experience working in logistics operations.
- Good in documentation and operation support.
- Able to join immediately will be added advantages.

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会社説明