



## PR/087332 | Export Office Associate

### 募集職種

#### 人材紹介会社

JAC Recruitment USA

#### 求人ID

1599926

#### 業種

レストラン・フードサービス

#### 雇用形態

正社員

#### 勤務地

アメリカ合衆国

#### 給与

経験考慮の上、応相談

#### 更新日

2026年06月26日 12:08

### 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

#### POSITION SUMMARY

This position is responsible for administrative and clerical support to the export division, ensuring the smooth processing of international and domestic shipments through accurate documentation, coordination with internal teams, and responsive customer support.

#### RESPONSIBILITIES

- Respond to internal and external inquiries related to shipments and issue resolution
- Review export and domestic orders to ensure proper documentation for government compliance
- Follow up with vendors to ensure timely procurement and shipment
- Provide customer service support including order confirmation and follow-up

- Communicate with overseas counterparts to coordinate timely shipments
- Handle general office tasks such as filing, copying, data entry, and phone support
- Assist export staff and support daily departmental operations
- Perform additional administrative tasks as assigned

#### QUALIFICATIONS

- Detail-oriented with the ability to work in a fast-paced environment
- Proficiency in Microsoft Office applications
- Strong interpersonal and communication skills
- Ability to organize and prioritize multiple tasks
- English proficiency in speaking, reading, and writing
- Prior knowledge of export or customs regulations is a plus

SALARY USD \$ 21-27/hr.

LOCATION Santa Fe Springs, CA

WORKING HOURS Mon- Fri 8:00 AM to 5:00 PM

#### BENEFITS

- Health, dental, vision, life & accident, and pet insurance
- 401(k) with company matching
- 19 days of paid time off
- Wellness program and EAP assistance and much more!

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会社説明