



PR/087513 | Export Office Associate

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1603044

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07月21日 10:43

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

The Export Office Associate supports the International Export team by processing orders, coordinating shipment-related activities, and providing administrative and customer service support.

RESPONSIBILITIES

- Process and review customer orders and export-related documentation.
- Coordinate with customers, vendors, and internal departments to ensure timely shipments.
- Respond to inquiries regarding orders, shipments, and delivery status.
- Follow up with vendors to ensure product availability and on-time procurement.
- Provide customer service and assist with issue resolution.
- Support invoicing, payment tracking, recordkeeping, and other administrative functions.
- Assist with export operations and departmental projects as assigned.
- Maintain accurate documentation and records related to shipments and orders.

QUALIFICATIONS

- Previous experience in administrative support, customer service, logistics, export operations, or a related field preferred.
- Strong organizational and multitasking skills in a fast-paced environment.
- Proficiency in Microsoft Office applications, including Word, Excel, and Outlook.
- Excellent verbal and written communication skills.
- Detail-oriented, self-motivated, and able to work independently.
- Ability to communicate effectively with customers, vendors, and internal teams.
- Spanish and English bilingual skills required.
- Knowledge of export procedures, customs regulations, or international logistics is a plus.

LOCATION Santa Fe Springs, CA

EMPLOYMENT TYPE Full-Time

SALARY USD 24.00 - 32.00

BENEFITS

- Health, Dental, and Vision Insurance
- Life & accident insurance
- Pet Insurance
- 401(k) with company matching
- 19 days of paid time off
- Wellness program and EAP assistance
- and much more!

#LI-JACUS #LI-US #countryUS

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会社説明