



PR/161053 | Officer (Food & Retail Business Division)

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

1611311

業種

その他（商社）

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09月22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

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 OVERVIEW

One of Japan's largest global trading and investment companies, involved in businesses such as energy, food, chemicals, metals, logistics, infrastructure, and consumer products across multiple industries worldwide is seeking an **Officer (Food & Retail Business Division)** to join the team. This role involves responsible for coordinating trading operations, logistics arrangements, import/export documentation, shipment schedules, and transaction records while liaising with customers, suppliers, and logistics providers to ensure smooth business operations.

JOB RESPONSIBILITIES

- Coordinate logistics and shipment arrangements for trading transactions.
- Prepare and manage import/export and trade-related documents accurately.
- Maintain transaction records and update business systems to ensure data accuracy.

- Liaise with customers, suppliers, and logistics providers to ensure smooth order execution.
- Monitor shipment schedules and resolve operational issues to ensure timely delivery and efficient operations.

JOB REQUIREMENTS

- Degree in Business, Logistics, Supply Chain, or related field.
- Fresh graduates are welcome, experience in logistics, import/export, or trade operations is an advantage.
- Basic understanding of shipping, logistics, and international trade processes.
- Good Microsoft Office skills (Excel, Word, Outlook); SAP/ERP knowledge is a plus.
- Detail-oriented with good communication, time management, and teamwork skills.
- Responsible, proactive, and able to handle multiple tasks accurately.

#LI-JACMY

#countrymalaysia

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会社説明