

PR/124075 | Exim Staff

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 インドネシア

求人ID
1614576

業種
その他（商社）

雇用形態
正社員

勤務地
インドネシア

給与
経験考慮の上、応相談

更新日
2026年11月10日 07:00

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
流暢レベル

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

Responsibilities

- Handle end-to-end export and import documentation and processes.
- Coordinate with overseas suppliers, customers, freight forwarders, and customs brokers.
- Prepare and monitor shipping documents such as Invoice, Packing List, Bill of Lading, COO, and other related documents.
- Ensure compliance with Indonesian customs regulations and import/export requirements.
- Track shipment schedules and resolve logistics issues.
- Coordinate with internal sales and finance teams regarding shipment status and billing.
- Maintain accurate EXIM records and reports.
- Support inventory planning and delivery timelines.

Requirements

- Bachelor's degree in International Trade, Logistics, Supply Chain, Business Administration, or related field.
- Minimum 1-3 years of experience in Export Import or Logistics operations.
- Familiar with customs clearance procedures and international shipping documentation.
- Proficient in Microsoft Excel and Microsoft Office.
- Good communication skills in English, both written and spoken.
- Detail-oriented, organized, and able to manage multiple tasks simultaneously.
- Experience in a trading company or food industry will be an advantage.

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