


# PR/161208 | Logistics Executive

## 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**
1616877

**業種**
その他（メーカー）

**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10月27日 08:00

## 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

**Company Overview**

A company involved in international logistics and trade operations, managing import and export shipments while ensuring compliance with customs regulations, trade requirements, and documentation standards.

**Key Responsibilities**

- Review and verify shipping documents for import and export shipments.
- Prepare and process export documentation and customs-related paperwork.
- Manage regulatory applications, including SIRIM COA, AP permits, and FTA Certificates of Origin.
- Liaise with SIRIM officers, customs authorities, freight forwarders, shipping lines, and brokers to facilitate smooth shipment processes.

- Classify products using HS Codes and ensure correct application of Incoterms.
- Track shipment progress, monitor delivery schedules, and resolve logistics issues proactively.
- Ensure compliance with customs regulations, import/export requirements, and company policies.
- Maintain accurate shipment records, prepare reports, and respond to customer inquiries regarding logistics matters

**Job Requirements**

- Diploma or Bachelor's Degree in Logistics, Supply Chain Management, Business Administration, or a related field.
- At least 4-5 years of experience in logistics, shipping, import/export, or freight forwarding operations.
- Strong knowledge of customs procedures, SIRIM requirements, AP permits, FTA documentation, HS Codes, and Incoterms.
- Good communication, coordination, and problem-solving abilities.
- Proficient in Microsoft Office applications, especially Excel.
- Able to work independently and effectively manage multiple shipments and deadlines.

#LI-JACMY

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会社説明