

PR/161291 | Junior Executive - Trade Representative (furniture and home furnishing industry)

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
1621127

業種
小売

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11月03日 10:45

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
ビジネス会話レベル

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

One of the biggest furniture and home furnishing retailer is seeking a **Junior Executive – Trading Representative** to join the team. This role involves handle end-to-end shipment coordination, documentation, customs clearance, cost management, and stakeholder communication to ensure smooth and timely logistics operations.

JOB RESPONSIBILITIES

- Coordinate shipments with suppliers, forwarders, and agents to ensure timely delivery of goods.
- Prepare and verify shipping and customs documents to ensure accuracy and compliance.
- Monitor shipment and customs clearance status, maintaining accurate records and updates.
- Communicate and resolve shipment delays, clearance issues, and logistics-related problems with stakeholders.

- Manage shipment costs and payment processes, including invoice coordination and monthly cost reporting.

JOB REQUIREMENTS

- Bachelor's degree holder; fresh graduates are encouraged to apply.
- Good communication skills with business-level English proficiency.
- Proficient in Microsoft Office, especially Excel, with strong computer skills.
- Strong analytical, problem-solving, and attention-to-detail abilities.
- Interested in international trade, shipping, and logistics operations.

#LI-JACMY

#countrymalaysia

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会社説明