

PR/124184 | 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
1621713

業種
物流・倉庫

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 11:09

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
ビジネス会話レベル

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 export and import documentation, customs processes, and shipping arrangements.
- Coordinate with freight forwarders, customs brokers, suppliers, and customers regarding shipments.
- Monitor delivery schedules and ensure on-time import/export operations.
- Prepare and maintain shipping documents, invoices, packing lists, and related records.
- Communicate with Japanese headquarters, suppliers, and business partners in Japanese and English.
- Resolve logistics and documentation issues and provide shipment updates.
- Prepare reports related to EXIM activities and logistics performance.

Requirements

- Bachelor's degree in any relevant field.
- Minimum 2 years of working experiences.
- Prior experience in Export-Import, Logistics, Supply Chain, or International Trade is **not required**; however, relevant experience or knowledge in these areas will be considered an advantage.
- Japanese proficiency (JLPT N3 or above preferred).
- Good communication skills in English.
- Proficient in Microsoft Office, especially Excel.
- Strong attention to detail, communication, and coordination skills.

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