



PR/158341 | Shipping Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1512423

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 5th, 2025 11:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Responsibilities

- To prepare / generate shipping documents, invoices, packing lists, bills of lading, certificate of origin, other paperwork related to logistics operations
- Plan and coordinate the shipment of goods to customers, ensuring timely and accurate delivery of shipments
- To liaise with forwarders on the shipment booking and arrangement;
- Liaise with Customs officer to ensure compliance with Customs procedure
- Address any shipping-related inquiries or issues from customers and provide solutions promptly;
- Coordinate with warehouse team to ensure goods can be shipped in/out on time;
- Ensure compliance with all applicable laws, regulations and company policies related to shipping;
- Maintain the records, including filing K1, K2, shipping documents, tracking information and proof of delivery

Job Requirement

- Familiar with shipping and logistics management with minimum 3 years of working experience in handling shipping operations.

- Good communication skill, committed and positive working attitude.
- Computer literate and well versed in Microsoft Office.

Company Description