



## PR/094411 | [Logistics] Import Export Executive

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1513598

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

March 4th, 2025 03:00

### 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

**Company and Job Overview**

The company that specializes in Logistics

**Job Responsibilities**

- Receive and check customers' import and export documents for Customs declaration through Ecuss software;
- Prepare relevant import & export documents, CO procedures;
- Monitor Customer's import and export data;
- Check HS Code, advise on customs procedures for import and export of special goods for customers and the Sales department;
- Support other departments in clearing customs for shipments, such as licenses, taxes, and procedures to resolve accompanying problems.
- Make detailed and accurate customs declarations.
- Handle work before, during, and after import and export customs clearance.
- Perform other tasks assigned by superiors.
- Have experience in handling customs procedures for EPE/export manufacturing enterprises.

**Job Requirements**

- At least 2 years experience in Custom Clearance and making C/O.

- Understand the legal regulations on customs declaration, and import and export permits.
- University/College graduation with a major in Foreign Trade/Economic/Import - Export degree or relevant.
- Use Microsoft Office, E-mail, and the Internet proficiently.
- Be active, can work independently & in a team; work overtime when necessary.
- Diligent attention to detail and ability to work under pressure.

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## Company Description