



PR/122749 | EXIM & General Admin Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1521480

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

March 25th, 2025 09:01

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 Descriptions:

- Manage the entire import/export process: This includes order processing, inventory control, customs clearance, and logistics coordination.
- Verify documentation: Ensure all necessary documentation, such as invoices, packing lists, and customs declarations, are accurate and complete.
- Ensure compliance with import/export regulations: Stay updated on and ensure compliance with all relevant import/export laws, regulations, and trade agreements.
- Support Sales operations & administrations.
- Support general affair tasks; maintain facility management, office supplies, office needs.
- Support HR administration.

Job Requirements:

- Diploma Degree / Bachelor's Degree
- Min. 2-3 years of experiences working in trading companies or logistic/freight forwarding company
- Experienced handling export & import operations & documentations
- Familiar with sales administrations

Company Description