



PR/158718 | Operation Support Executive (Courier Service)

Job Information

Recruiter[JAC Recruitment Malaysia](#)**Job ID**

1526119

Industry

Railway, Airline, Other Transport

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 8th, 2025 18:00

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

Well-known Japanese client that focusses on international logistic.

Job Responsibilities

- Act as the main contact for customer questions.
- Coordinate with internal teams and external vendors to ensure smooth handling of customer orders and inquiries.
- Address operational issues and update customers once resolved.
- Help maintain good relationships with key customers and vendors.
- Manage, analyze, and report data accurately to customers and internal teams.

- Enter necessary information into the system, verify costs, and issue invoices.
- Work with cross-functional teams on projects, assisting in planning, execution, and monitoring to ensure success.
- Perform other tasks as assigned by supervisors.

Job Requirements

- Bachelor's degree in business administration, logistics, supply chain management, or a related field.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Willingness to learn and adapt to new challenges.
- Willingness to travel to operation site and support.
- Knowledge in the courier industry is an added advantage.
- Proficiency in Japanese language is an added advantage.

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Company Description