



PR/158341 | Shipping Executive

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 マレーシア

求人ID

1512423

業種

その他（メーカー）

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2024年12月24日 10:37

応募必要条件

職務経験

3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

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.
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会社説明