



PR/158718 | Operation Support Executive (Courier Service)

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

1526119

業種

鉄道・航空・その他旅客輸送サービス

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

2025年03月11日 10:45

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

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.

#LI-JACMY

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会社説明