Food Packaging Jaya

https://www.foodpackagingjaya.co.id/job/exim-staff-export-import/

EXIM STAFF (EXPORT-IMPORT)

Hiring organization
EXIM STAFF (EXPORT-IMPORT)

Employment Type
Full-time

Date posted
October 28, 2026

Description

1. Prepare and manage export and import documents, including invoices, packing lists, shipping documents, and other supporting documents.
2. Coordinate with freight forwarders, customs brokers, shipping companies, and relevant parties to support smooth shipment processes.
3. Monitor shipment schedules and the status of export and import activities.
4. Ensure the completeness and accuracy of shipping documentation.
5. Maintain and organize export-import transaction records.
6. Coordinate with internal departments to ensure the timely shipment of goods and materials.
7. Support compliance with applicable export-import regulations and company procedures.

Qualifications

- Minimum Diploma (D3) or Bachelor's degree (S1) in International Business, Logistics, Management, or a related field.
- Previous experience in export-import operations is preferred.
- Understanding of export-import documentation and shipping procedures.
- Good organizational skills, attention to detail, and ability to meet deadlines.
- Good communication and coordination skills.
- Proficiency in Microsoft Office, particularly Microsoft Excel.
- English proficiency is an advantage; Mandarin proficiency is preferred.
- Willing to work at the company's location in Losarang, Indramayu.

Contacts
HOW TO APPLY

Interested candidates may submit their latest CV and relevant supporting documents via the company recruitment email.

Recruitment Email: hrd@foodpackagingjaya.com

Email Subject Format: Position Applied For – Age – Full Name

Example: EXIM Staff – 25 – Andi Saputra

Please ensure that the email subject includes the position applied for, the applicant's age, and full name.

Only candidates who meet the position requirements will be considered for the recruitment process.

We look forward to welcoming talented individuals to Food Packaging Jaya.