

WE'RE HIRING

Join our Parts Export team and grow your career in international trade, logistics, and supply chain operations.



Temporary Staff - Parts Export Operations



KEY RESPONSIBILITIES

- ✓ Process quotations and purchase orders accurately and on time.
- ✓ Coordinate with suppliers and customers to ensure smooth order fulfillment.
- ✓ Arrange export shipments, booking schedules, and shipping documentation.
- ✓ Liaise with forwarders, warehouses, and related parties to support logistics operations.
- ✓ Monitor delivery schedules and promptly resolve shipment issues.
- ✓ Support customs clearance procedures and export documentation.
- ✓ Follow up on customer feedback, claims, and quality-related issues.
- ✓ Monitor inventory levels and support inventory planning activities.
- ✓ Prepare invoices, follow up payments, and maintain accurate records.
- ✓ Provide administrative support and perform other duties assigned by management.



REQUIREMENTS

- Bachelor's degree in Economics, Business Administration, International Business, or related fields.
- 1 – 2 years of relevant experience in export operations, logistics, or trading.
- Good English communication skills.
- Proficient in Microsoft Office (Excel, Word, Outlook).
- Careful, responsible, and detail-oriented.
- Good coordination and teamwork skills.
- Fresh graduates are welcome to apply.



HOW TO APPLY

- Prepare your CV and application.
- Send email to HR contact below.
- Shortlisted candidates will be contacted for interview.



1

Prepare CV



2

Send Email



3

Interview



APPLICATION CONTACT

Ms. Pham Thuy Duong - HR

✉ phamthuyduong@hondatrading.com.vn

APPLY NOW



Please include "Temporary Staff - Parts Export Operations" in your email subject line.