

Dispatch Support (DA – Cikarang / Jawa Barat)



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Phone :

Web :

Job Summary

Vacancy :

Deadline : Jan 01, 1970

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Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification : Diploma or Bachelor degree

Job Description

Our client is a company registered in Indonesia and engaged in the import and export trade sector, as well as having relationships with various suppliers and buyers in the international market, requires personnel for **DISPATCH SUPPORT** located in **CIKARANG (West Java)** with the following duties and responsibilities:

- Prepare the document for local and export delivery
- Ensure accurate and timely data entry of GIP stock
- Prepare the delivery note that has already been signed by the forwarder and submit it to finance
- Ensure proper filing and record-keeping of warehouse documents
- Support the sampling lab to provide samples from the GIP/warehouse stock
- Document delivery discrepancies, delays, returns, or incidents
- Supporting other tasks get assigned by management from time to time

Education & Experience

- Diploma or Bachelor degree - 1 or 2 years of experience - Proficient in operating Microsoft Office - Experience in warehouse and administration are benefit - Good understanding of fragrance production process, GMP, and 5S - Ability to follow verbal and written instructions

Must Have

Educational Requirements

Diploma or Bachelor degree

Compensation & Other Benefits
