

## Logistics Assistant

**Location:** Dongguan

**Sector:** Luxury Retail Display Production/Trading

**Starting date:** ASAP

**Job Reference:** CDS2026003

### ABOUT THE COMPANY

Our client is a global provider of retail communication solutions, specializing in the design and production of high-quality, multi-material displays and visual merchandising installations. The company supports the most prestigious luxury Maisons in the design and production of bespoke displays and window décors. Its unique strength lies in the orchestration of multi-material, fully custom-made projects.

### MISSION

They are searching for a logistics assistant responsible for the overall coordination and management of daily logistics operations, ensuring a smooth and efficient process from order confirmation to final delivery. The core duties involve close communication with the head office, factories, freight forwarders, and carriers, accurate handling of relevant documentation, and effective tracking of shipment status to support business activities.

### RESPONSIBILITIES

- Coordinate with the head office on each booking, double-check and prepare all relevant shipping documents (e.g., Packing List, labels, customs documents)  
协助总部跟进每个订单，核对相关文件（如装箱单，标贴等等）
- Dealing with factory for exact pick-up time, relative documents for each shipment (PL, Shipping labels, truck information, customs document etc.); coordinate with forwarders to arrange pickups, obtain driver/truck information, and port/airport details for commodity inspection and customs declaration  
直接与工厂沟通，确认准确的提货时间并收集所需文件；协调货代安排提货，获取司机、车辆及口岸信息，以顺利完成商检与报关流程
- Dealing each pickup between the driver and factory and taking care of the loading. Handling all the necessary documents between forwarder and factory after the shipment is done  
作为关键联络人，跟进装货过程，并在出货后处理货代与工厂之间的流转文件
- Handling the DHL, FEDEX, UPS, SF and KUYUE express shipments Proficiently arrange and manage various express and freight services, including international (DHL, FEDEX, UPS) and domestic (SF, KUYUE) carriers, as well as Huolala shipments. 熟练安排和管理各类快递及快运服务，包括国际快递（DHL, FEDEX, UPS）和国内服务（顺丰、跨越），以满足大货、样板及工厂间拼货（如货拉拉）的运输需求

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- Handling the customs documents for express or air shipments for import and export 为国际快递及空运货物准备并处理所需的进出口报关文件，确保合规通关

## REQUIREMENTS

- 2–5 years of experience in logistics or freight forwarding operations, with hands-on experience in documentation and daily operational tasks.
- Good understanding of freight forwarding processes, including booking, customs documentation, shipment planning, and follow-up.
- Prior experience in a **freight forwarding or logistics company** is required
- Basic working knowledge of **English**, able to handle daily operational communication and documentation.
- Strong attention to detail, high sense of responsibility, and ability to work under operational deadlines.
- Willingness to learn, follow procedures, and grow within an operations-focused role.
- Proficient in Excel and basic logistics or customs-related systems.

## APPLICATION

Please send your resume and your motivation letter to: [sc-recruitment@ccifc.org](mailto:sc-recruitment@ccifc.org)

**Mail subject:** Your name | Job title - location [Job reference]

Ex. Your name | Logistics Assistant - Dongguan [CDS2026002]

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