

Job Detail

Staff Level

Position Title	[English] Import/export trade office in Tokyo European international logistics company Emphasis on work-life balance
Recruiter Company	EPS Consultants LLC
Company Name	Company name is private
Activated / Updated	2024-04-19 / 2024-04-19
Job Type	Administrative - International Trading Administrative - Logistics/Materials & Purchase Control Administrative - International Affairs
Industry	
Location	Asia Japan Tokyo
Job Description	Correspondence (email) with overseas agents in English and information sharing with customers Arrival confirmation at the airline, flight information Confirmation of ship schedule, booking, preparation of arrival, preparation of customs clearance instructions, etc. In-house system input work Sales support work
Company Info	Established in 1998 as an independent corporation. While maintaining an easy-to-work environment for foreign companies and a network with extensive overseas bases, we have independence tailored to the Japanese market. For this reason, we have many transportation service options suitable for various products, and we pride ourselves on our high level of service satisfaction by carefully providing services that are close to our customers, even for small-price products. The atmosphere of the branch is also friendly and sophisticated, and you can think about ease of work and work-life balance first.
Working Hours	9:15-18:15 (1 hour break)
Qualifications	<ul style="list-style-type: none">• Those who have more than 1 year of experience in import/export business• Those who are comfortable with using English• PC skills (Excel, Word, PowerPoint)• Those who can work diligently and are good at teamwork• Those who have work experience as a forwarder are welcome
Salary	JPY - Japanese Yen JPY 3500K - JPY 5000K
Job Contract Period	full-time employment