

Job Detail

Staff Level

Position Title	[English usage/remote support] Import/export clerical position European international liquid logistics company Emphasis on ease of work
Recruiter Company	EPS Consultants LLC
Company Name	Company name is private
Activated / Updated	2024-04-19 / 2024-04-19
Job Type	Administrative - International Affairs Administrative - International Trading Administrative - Logistics/Materials & Purchase Control
Industry	
Location	Asia Japan Tokyo
Job Description	<Marine export/import forwarding business> <ul style="list-style-type: none">• Confirmation of import schedule/customer information• Arranging customs clearance/delivery with customs brokers• Booking of ship space for export• Preparation and arrangement of trade documents• Coordination with domestic warehouses and schedule management• Inventory confirmation and arrangement of flexi tanks• Correspondence with customers and overseas agents
Company Info	A logistics provider that operates in 90 countries around the world. Since our founding in Germany in 1844, we have been dedicated to efficient and cost-effective logistics for liquid transportation. Today, we work with the world's leading retailers, producers, and brewers, and boast an approximately 50% share of wine imports to Japan, and the number one global share in the flexi-tank industry.
Working Hours	9:00-17:30 (1 hour break)
Qualifications	<ul style="list-style-type: none">• Approximately 2 years of import/export work experience (previous forwarders are welcome)• Those who have English proficiency at or above the elementary level for business such as e-mail• Those who are careful and attentive to details• Those who can build good relationships with internal and external parties
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 4000K - JPY 6000K
Job Contract Period	Full-time employment