

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	<p><Marine export/import forwarding business></p> <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