

Job Detail

Staff Level

Position Title	[Urgent recruitment & English proficiency required] Aviation import/export customer service position Working at a foreign-affiliated international logistics company Global projects
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 - Sales Assistant/Clerical/Receptionist Administrative - International Trading
Industry	
Location	Asia Japan Tokyo
Job Description	<ul style="list-style-type: none">• Receiving and tracking orders, signing and returning PODs• Coordination with customers, carriers, end receivers, and internal stakeholders• Troubleshooting and emergency response• Creation of daily/weekly/monthly reports• Follow-up regarding collection, in-house delivery, linehaul/dryage• Billing and payment collection. Check data content and issue AWB• Issuing customer invoices• Execution of uplift control• Support for cargo mismatch and damage handling• Coordination with internal partners and external suppliers
Company Info	In addition to major urban centers in Italy, we have a network of offices around the world. Our personnel are highly skilled and highly skilled, providing tailor-made services for import and export procedures by sea and air.
Working Hours	9:00-18:00 (1 hour break)
Qualifications	<ul style="list-style-type: none">• Over 2 years of work experience in the aviation import/export field• Person who has business level English skills• People who have MS skills such as Word, Excel, Powerpoint, etc.• Person who has high communication skills, executive ability, and readiness to work immediately
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 3000K - JPY 4500K
Job Contract Period	Full-time employment *Contract employment during trial period