

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