

## Job Detail

Staff Level

Position Title	[Urgent recruitment & English] Maritime import/export customer care position   Work at the world's largest international logistics company
Recruiter Company	EPS Consultants LLC
Company Name	Company name is private
Activated / Updated	2024-04-19 / 2024-04-19
Job Type	Administrative - Sales Assistant/Clerical/Receptionist Administrative - International Affairs Administrative - International Trading
Industry	
Location	Asia Japan Tokyo
Job Description	<p>Maritime International Supply Chain Operational Care Specialist, Maritime Import Customer Service</p> <ul style="list-style-type: none"> <li>• Correspondence work with local KN, customers, intermediaries, etc. related to marine import arrangements</li> <li>• Order management and management using KN and customer systems</li> <li>• Estimate creation and billing services</li> <li>• Sea freight schedule management</li> <li>• Regular online or face-to-face meetings</li> <li>• Preparation of maritime documents and detailed check of documents</li> <li>• Manage delivery schedules</li> <li>• Exchange and management of customs documents</li> </ul>
Company Info	<p>A world-leading company headquartered in Switzerland (ranked number one in sea and air forwarding)</p> <p>-Started operations in Japan in 1982. Currently, we have over 420 employees. -11 domestic locations. The Nagareyama base, which will open in 2022, will be an important base responsible for delivery throughout the Kanto region.</p> <p>-We have state-of-the-art warehouse equipment. Promote burden reduction and operational efficiency through the use of IT systems.</p> <p>-A flexible and fast-paced organizational culture unique to foreign companies. You can draw various career paths depending on your achievements and abilities.</p>
Working Hours	Basic 9:00-18:00, 8 hours a day (core time 10:00-16:00)
Qualifications	<ul style="list-style-type: none"> <li>- Experienced in maritime operations (preferably a forwarder)</li> <li>• People who are comfortable working with systems (not paper-based)</li> <li>• Those who can read and write English (reading and writing in English is required for the system and email)</li> <li>• People who can respond flexibly and quickly to changes in the environment and are highly motivated to learn.</li> </ul>
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 3500K - JPY 5000K
Job Contract Period	Full-time employment