

## Job Detail

Senior Level

Position Title	[Make use of your language skills!] Import/export administrative job   Foreign-affiliated company employment   Experienced applicants welcome
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>As an overseas logistics operator for our company, which provides international logistics services connecting ASEAN countries, China, and other Asian countries, you will be entrusted with the following operations related to sea/air and export/import. Initially, the main business will be import operations.</p> <ul style="list-style-type: none"><li>• International logistics forwarding operator - operations</li><li>• Follow up cargo after booking until delivery</li><li>• Obtaining information through email communication with the Shanghai office and overseas agents and contacting shippers</li><li>• Estimate creation</li><li>• Bill creation</li><li>• Sales support</li></ul>
Company Info	We are an NVOCC operator with headquarters in Qingdao, China, and 24 group branch offices in major ports in China and Southeast Asia, expanding our business globally. The Japanese business will be newly launched.
Working Hours	9:00-18:00 (1 hour break) *No overtime
Qualifications	<ul style="list-style-type: none"><li>• Person with 3 years or more of experience working as a forwarder.</li><li>• People who can handle import/export operations without restrictions.</li></ul>
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 4000K - JPY 6000K