

Job Detail

Staff Level

Position Title	[Make use of your language skills] Sea freight import coordinator Major European international logistics company Import/export and trade administration
Recruiter Company	EPS Consultants LLC
Company Name	Company name is private
Activated / Updated	2024-04-19 / 2024-04-19
Job Type	Administrative - International Trading Administrative - International Affairs Administrative - Logistics/Materials & Purchase Control
Industry	
Location	Asia Japan Tokyo
Job Description	<ul style="list-style-type: none"> • General duties related to ocean imports (receiving orders, data entry, creating quotations and issuing invoices, arranging trade documents, SI, shipping requests/VGMs, total weight confirmation information, creating ANs, tracking, domestic delivery arrangements, etc.) • General management of the accuracy of data entered into the system and the information reported to customers • Working well with other teams (sales/pricing/accounting), managing to ensure smooth handling of cargo in accordance with SOPs and standard operating procedures • Reviewing P&L for each job file and reporting any problems (losses/high costs) • Communicating efficiently with customers, carriers, vendors, and related parties to ensure cargo is handled in a timely and appropriate manner • Other duties as instructed by direct superiors
Company Info	This is the Japanese branch of a major European forwarder with bases in over 370 regions around the world, which transported 42.8 million tons and 81.1 million pieces of cargo in fiscal year 2022. We handle many ocean transport projects utilizing the company's overseas network, focusing on the automotive, electronics, and healthcare sectors.
Working Hours	9:00 – 18:00 (1 hour break)
Qualifications	<ul style="list-style-type: none"> • 2-3 years or more experience in marine import/export operations • Work experience at a forwarder, shipping company, etc. • Practical experience in PC operation, including MS Office • Business-level English skills
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 4000K - JPY 6000K
Salary Description	<ul style="list-style-type: none"> • Full social insurance coverage • Transportation expenses provided (company regulations apply) • Bonuses • Salary increases • Self-study support allowance (50,000 yen per year) • Group medical insurance • Overtime allowance (paid as incurred)
Holiday Description	2 days off per week (Saturday, Sunday, and public holidays) Summer vacation Winter vacation Paid vacation Other
Job Contract Period	Full-time employment

