

Job Detail

Entries Level

Position Title	Air Cargo Clark [Entry-Level Welcome / Open to all nationalities / Student Visa Welcome]
Recruiter Company	SAKURA INTERNATIONAL INC. Arukas Staffing Service Project
Company Name	Company name is private
Activated / Updated	2024-05-13 / 2024-05-13
Job Type	Administrative - Sales Assistant/Clerical/Receptionist Administrative - International Affairs Other Job Type - New Graduate & Entry Level
Industry	Transport/Storage/Logistics
Location	Asia Japan Tokyo
Job Description	<p>As an ANA partner company, you will be in charge of cargo administration for ANA flights and international flights at the International Cargo Building at Haneda Airport.</p> <p>(What is international cargo administration?) This refers to all administrative tasks related to imports and exports.</p> <p>Specifically,</p> <ul style="list-style-type: none"> ☆Checking air freight bills ☆Data entry into specialized cargo systems ☆Work instructions and progress management for cargo handling tasks ☆Customer service with shippers (accepting and delivering cargo) ☆Progress management of domestic truck transport, etc. <p>[You can work using English even if you have no experience]</p> <p>Reading 70%, Writing 20% (Basically, reading ability accounts for the majority)</p> <p>Listening 10%, Speaking 10% (There are almost no opportunities to speak English)</p> <p>[Image of career steps]</p> <p>Understand the work content through OJT and training</p> <p>↓</p> <p>2nd year onwards: Be able to take on multiple responsibilities</p> <p>↓</p> <p>3rd year onwards: Work as an instructor and in-charge</p> <p>↓</p> <p>4th year onwards: Manage as a manager and administrative staff</p> <p>*Clearly state the scope of changes in work content due to regulations: Ground handling, general air cargo operations</p>
Company Info	<p>[You can use your English even if you have no experience]</p> <p>Reading 70%, Writing 20% (Basically the majority of the test is reading ability)</p> <p>Listening 10%, Speaking 10% (There are almost no opportunities to speak English)</p>
Working Hours	<p>(Example of working schedule)</p> <p>Early shift: 05:00~14:00 Late shift: 14:00~23:00 Night shift: 22:00~07:00 Early shift: 00:00~09:00</p>
	<ul style="list-style-type: none"> • English skills (equivalent to TOEIC 500 or higher) • Japanese language skills (equivalent to JLPT N1 or higher) • Basic PC operation / typing, Excel, Word, PowerPoint, etc.

Qualifications	<ul style="list-style-type: none"> • Living or able to relocate within a 20km straight line distance from Haneda Airport Terminal 3 • Currently living in Japan • Able to work shifts, including night shifts <p>*Those who will graduate in 2024 (including university students continuing their job search) who meet the above criteria are also eligible to apply.</p>
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 3000K Over
Salary Description	Salary: From 210,000 yen
Holiday Description	<ul style="list-style-type: none"> ◎110 days off per year ◎9-10 days per month (shift system) ◎Annual paid leave ◎Special leave for special occasions
Job Contract Period	full-time employee
Nearest Station	<p>Haneda Airport 2nd International Cargo Building, Ota-ku, Tokyo (2-6 Haneda Airport, Ota-ku, Tokyo)</p> <p>7 minutes by free employee shuttle bus or 15 minutes on foot from Haneda Airport Terminal 3 Station on the Keikyu Airport Line or Tokyo Monorail</p> <p>*Clearance of scope of legal changes to work location: No changes are planned.</p>