

**DACHSER**  
Intelligent Logistics

## Ocean Freight Import Coordinator/海上貨物輸入コーディネーター（ハイブリッドワークあり）

3年以上のフォワーダー業界経験をお持ちの方歓迎！

### Job Information

**Hiring Company**

[Dachser Japan K.K.](#)

**Job ID**

1473308

**Industry**

Logistics, Storage

**Company Type**

Large Company (more than 300 employees) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 6 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Refreshed**

May 20th, 2024 08:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

### Job Description

**JOB PURPOSE**

Managing the full import process for a shipment, coordinate with customer and oversee agents to ensure deliveries are made in good time.

**MAIN TASKS**

- Handle shipment from A-Z (booking, data input, invoicing, SI/VGM, pre-alert, tracing, etc.)
- Ensure daily operations are followed & completed as work instructions

- Full responsible for data accuracy into system & released to customers
  - Well co-ordination with other teams (sales/pricing/accounting) to make sure cargoes are handled smoothly as per SOP
  - Check P&L carefully on each single job file & raise if any issue (loss/high cost)
  - Efficient communication with customers, carriers, vendors & related parties to ensure cargoes are handled timely & properly
  - Monitor all outstanding issues & report to direct supervisor for extraordinary issues
  - Ensure all assignments are done within provided deadline
  - Understand & ensure all company/department policies/regulations are followed
  - Understand KPI & ensure to follow strictly & in line with company compliance
  - Other tasks as assigned by direct supervisor
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## Required Skills

### **YOUR QUALIFICATIONS**

- At least 2 to 3 year experience in freight forwarding industry
  - Knowledge on ocean transport, import documents, import regulation, import customs clearance.
  - Good PC operations knowledge and MS Office
  - Good command of English and Japanese (written and spoken)
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## Company Description