

## Airfreight Coordinator for Global LOGISTICS Company

### Airfreight Coordinator -Customer Service

#### Job Information

**Recruiter**

[Michael Page](#)

**Job ID**

1529397

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4.5 million yen ~ 6 million yen

**Refreshed**

January 7th, 2026 02:00

#### General Requirements

**Career Level**

Entry Level

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

The Airfreight coordinator will be responsible for coordinating Airfreight export shipments, preparing and managing documentation, liaising with airlines and clients, and ensuring timely delivery of goods.

**Client Details**

Our client is a large organization within the Transport & Distribution industry with a global presence.

**Description**

The Airfreight coordinator will be responsible for coordinating Airfreight export shipments, preparing and managing documentation, liaising with airlines and clients, and ensuring timely delivery of goods. Among the main responsibilities:

- Book and manage air freight shipments with airlines/forwarders
- Prepare and submit all necessary documentation for customs clearance, including invoices, packing lists
- Track shipments throughout the transportation process and provide timely updates to customers and internal stakeholders.
- Resolve any issues that may arise during shipment, such as delays, damages, or discrepancies.

- Identify and implement cost-saving measures to improve profitability.

#### Job Offer

- A competitive salary range
- A very international Team and job scope
- The opportunity to make a significant impact in the logistics department

We encourage all candidates who believe they possess the skills and experience necessary for this role to apply. This is a fantastic opportunity for an Airfreight Coordinator to take their career to the next level in the Transport & Distribution industry.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Davide Capretta at +81 3 6832 8675.

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#### Required Skills

Attention to detail and the ability to work in a fast-paced environment are crucial for success in this role. Among the main requirements to succeed in the position:

- Air Freight forwarding experience
  - English business and Japanese business, minimum level of JLPT N2 or higher.
  - Microsoft Office skills especially MS Excel.
  - Team-player
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#### Company Description

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