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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.

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

Company Description

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