



JAC Recruitment

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United Kingdom



PR/117962 | Logistics Administrator (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment UK

Job ID

1538393

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

May 1st, 2025 20:19

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Logistics Administrator (Japanese Speaking)**Location: North London (Office base role)****Hours: 8:00am to 4:30pm, Mon to Fri****Salary: GBP 25,000-30,000****Key Responsibilities**

Planning Shipments: Based on product availability and customer requests.

Tracking Orders: Ensuring timely deliveries and maintaining accurate records.

Preparing Shipping Documents: Including invoices, purchase orders, and bills of lading.

Coordinating Supply Chain Procedures: From coordinating deliveries to managing shipping documentation.

Maintaining Records: Keeping updated records of orders, suppliers, and customers.

Customer Communication: Providing information about the status of their orders.

Key Requirements

Experience: Work experience as a Logistics Administrator, Warehouse Administrator, or similar role.

Skills: Japanese Native level, English Business level

Personality: Team player, can work in small team, reliable, adaptable

*Candidate must have right to work in UK

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Company Description