

**MichaelPage**

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## Operations Officer for Global Logistics Company!

### Operations Officer for Logistics Company

#### Job Information

**Recruiter**

Michael Page

**Job ID**

1538446

**Industry**

Other (Distribution, Retail, Logistics)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 5 million yen

**Refreshed**

May 2nd, 2025 12:00

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

#### Job Description

We are seeking a dedicated and proficient Operations Officer in the Transport & Distribution sector, with a focus on logistics. He/She will work as a member of the operations team and have a dynamic job scope.

**Client Details**

Our client is a globally recognized entity in the Transport & Distribution industry. As a large organization, they have an established presence in numerous countries and are well-respected for their commitment to excellence.

**Description**

The Operations Officer main responsibilities range from:

- Preparing customer shipments for air export and import
- Monitoring shipments in transit, communicate with customers and domestic agents
- Controlling Air freight levels

- Working with the warehouse members to make sure accuracy of paperwork, documents, and customs and shipment companies before booking the flights.

### Job Offer

- Opportunities for professional growth and development within a large organization.
- A supportive and collaborative work environment.
- A dynamic job scope and good career prospects.

We invite all suitable candidates to step forward and apply for an opportunity to contribute to a globally reputable organization 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

A successful Operations Officer should have:

- Forwarding experience
- Experience in operations or customer service
- Ability to multitask
- Microsoft Office skills (Excel, Word, PPT)
- High business level of Japanese
- Good level of English

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