



PR/117983 | Ocean / Air Exports Operations Clerk

Job Information

Recruiter[JAC Recruitment UK](#)**Job ID**

1538564

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

May 6th, 2025 10:40

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

Title

Ocean / Air Exports Operations Clerk

Salary

£30,000 - £36,000 per annum

Job profile

A Japanese global freight forwarding company are looking for an Ocean / Air / Road Export operations clerk.

JOB DESCRIPTION

Key Responsibilities:

- freight export and Customs clearances.
- Handling Sea - 70%/Air - 20% / Road – 10% export shipments.
- Speaking to customers on a daily basis.
- Liaising with shipping lines, airlines, handling agents, transporter, Customs, and overseas offices.
- Raising files, documents and invoices
- Arrange collections

Key Skills:

- At least 2-3 years hands-on operational sea freight forwarding experience.
- Good working knowledge of logistics, shipping lines, airlines.
- Export Customs entry experience.
- Must be punctual, quick learner and be willing to learn all areas of the operation.
- Be able to demonstrate a good level of work efficiency and accuracy.
- Someone who enjoys working in a team and can cooperate well with other team members.
- Professional customer service skills.
- Professional communicator. (fluent English: reading, writing, speaking, polite telephone manner, emails)
- Commercial awareness, understanding of basic profit/loss.

What we offer:

- Full training in all areas of the operation.
- BIFA-certified training. (if required).
- Opportunities for professional development and progression.
- Being part of a strong and dedicated team.
- Opportunity to be part of a growing office in a well-established global organisation.

Location

West London

Hours

Mon – Friday 0900am – 0500pm

Start Date

ASAP

Visa

Eligible to work in the UK without any restriction

About our client

A Japanese global freight forwarding company

#LI-JACUK

#citylondon

Company Description