



PR/118053 | Japanese Speaking Exports Operations Clerk

Job Information

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

1543403

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

July 1st, 2025 08:01

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

Japanese Speaking Exports Operations Clerk

Salary

£26,000 - £27,000 per annum

Job profile

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

JOB DESCRIPTION

PRIMARY RESPONSIBILITIES

- Arrange and coordinate shipments in accordance with customer requirements.
 - Liaise with carriers, hauliers and other service providers to secure bookings and ensure timely departure of shipments.
 - Monitor and track shipments, providing regular updates to customers.
 - Prepare and complete all necessary export documentation.
 - Ensure compliance with international shipping regulations, customs requirements, and trade restrictions.
 - Verify accuracy of shipping documentation and resolve any discrepancies promptly.
 - Act as the primary point of contact for customers, providing exceptional service and addressing inquiries related to export shipments.
 - Communicate proactively with customers regarding shipment status and any potential delays.
 - Coordinate the handling and packaging of goods for sea/airfreight shipments.
 - Monitor and coordinate the handling of special cargo, such as hazardous materials.
 - Obtain and compare quotes from various carriers to secure competitive rates.
 - Monitor and control shipping costs, identifying opportunities for cost savings without compromising service quality.

KNOWLEDGE AND SKILL REQUIREMENTS

- Basic English reading, writing, and arithmetic skills required. Minimum high school diploma or equivalent.
- Knowledge of office processes, procedures, and technology.
- Two years of office experience.
- Good communication skills.

Location

West London

Hours

Mon – Friday 0900am – 05300pm

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