



## 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**

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### 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 – 0530pm

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

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Company Description