

# MichaelPage

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## Airfreight Coordinator for Global LOGISTICS Company

### Airfreight Coordinator -Customer Service

#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1545234

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 5.5 million yen

**Refreshed**

June 22nd, 2025 12:00

#### General Requirements

**Career Level**

Entry Level

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

The Airfreight coordinator will be responsible for coordinating Airfreight export shipments, preparing and managing documentation, liaising with airlines and clients, and ensuring timely delivery of goods.

#### Client Details

Our client is a large organization within the Transport & Distribution industry with a global presence.

#### Description

The Airfreight coordinator will be responsible for coordinating Airfreight export shipments, preparing and managing documentation, liaising with airlines and clients, and ensuring timely delivery of goods. Among the main responsibilities:

- Book and manage air freight shipments with airlines/forwarders
- Prepare and submit all necessary documentation for customs clearance, including invoices, packing lists
- Track shipments throughout the transportation process and provide timely updates to customers and internal stakeholders.
- Resolve any issues that may arise during shipment, such as delays damages, or discrepancies.

- Identify and implement cost-saving measures to improve profitability.

#### Job Offer

- A competitive salary range
- A very international Team and job scope
- The opportunity to make a significant impact in the logistics department

We encourage all candidates who believe they possess the skills and experience necessary for this role to apply. This is a fantastic opportunity for an Airfreight Coordinator to take their career to the next level 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

Attention to detail and the ability to work in a fast-paced environment are crucial for success in this role. Among the main requirements to succeed in the position:

- Air Freight forwarding experience
- English business and Japanese business, minimum level of JLPT N2 or higher.
- Microsoft Office skills especially MS Excel.
- Team-player

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#### Company Description

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