



PR/159307 | Shipping Coordinator (Import / Retail)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1551948

Industry

Amusement, Entertainment

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

July 15th, 2025 10:20

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

Job Responsibilities:

- Coordinate and monitor all import shipping activities from origin to destination.
- Liaise with suppliers, freight forwarders, customs brokers, and internal teams to ensure smooth import operations.
- Prepare and review shipping documents including invoices, packing lists, bills of lading, and import permits.
- Ensure compliance with local customs regulations and international trade laws.
- Track shipments and provide timely updates to relevant stakeholders.
- Resolve shipping issues, delays, or discrepancies efficiently.
- Maintain accurate records of shipments, costs, and documentation.
- Support inventory planning and warehouse coordination for incoming goods.
- Assist in optimizing shipping routes and cost-saving initiatives.

Job Requirements:

- Diploma or Degree in Logistics, Supply Chain Management, International Business, or related field.
- Minimum 1 year of experience in import shipping or logistics coordination.

- Familiarity with customs procedures and international shipping documentation.
- Strong communication and negotiation skills.
- Proficient in Microsoft Office.
- Ability to work independently and manage multiple shipments simultaneously.
- Fluency in English; knowledge of Japanese is an advantage.

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Company Description