



PR/118264 | Japanese Speaking Trading Assistant (Part time -25 hours per week)

Job Information

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

1562534

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

October 21st, 2025 10:35

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Title

Japanese Speaking Trading Assistant (Cocoa, Sugar & Coffee), Food Group (Part time -25 hours per week)

Salary

£19,500 (based on 25 hours per week) (FTE £27,300)

Job profile

A Japanese global trading company is looking for a Trading Assistant.(Part time)

Benefits: Discretionary annual performance related bonus. Medical insurance, dental insurance and company pension.

Location: City of London, near Liverpool Street with hybrid working after successful completion of probationary period

Job Type: Part time, permanent

Hours of Work: 25 hours per week

- Monday – Friday 9:00AM – 15:00PM (25 hours per week) with a 1-hour lunch break

Additional hours as required by the needs of the business this would involve covering holidays as appropriate and supporting in busy operational times.

Skills/experience

- Language: English (Business level)
- Computer skills - Outlook, Word, Excel, SAP (advantage)
- Effective time and task management
- Numeral accuracy
- Sense of responsibility
- Can do attitude
- Motivated personality

Duties and Responsibilities include:

- To handle Fresh Food business shipments, related correspondence, payments and SAP entries, issuing invoices, communicate with suppliers/customers related shipping side.
- To handle shipping documentations, checking and sending physical documents to customers.
- To handle administrative ad hoc tasks for both Fresh food and Food distribution related.

Starting date

As soon as possible

Visa

Eligible to work in the UK without any restriction

About our client

Trade industry

#LI-JACUK

#citylondon

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Company Description