

PR/118647 | Imports & Exports Operations Specilist

Job Information

Recruiter
JAC Recruitment UK

Job ID
1600980

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
United Kingdom

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 20:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Import & Export Operations Specialist

Position Title: Import & Export Operations Specialist

Position Summary

We are seeking an experienced Import & Export Operations Specialist to manage international logistics operations across air, ocean, and ground transportation. The successful candidate will be a hands-on logistics professional capable of independently overseeing end-to-end import and export processes and contributing immediately with minimal training.

Key Responsibilities

- Coordinate and manage import and export shipments via air, ocean, and land transportation.
- Handle shipping arrangements, booking procedures, and shipment tracking.

- Prepare and review import/export documentation and customs-related paperwork.
- Liaise with carriers, freight forwarders, customs brokers, overseas agents, customers, and internal stakeholders.
- Ensure compliance with customs regulations, trade requirements, and company procedures.
- Monitor shipment progress and proactively resolve operational issues.
- Maintain accurate records and provide timely updates to relevant parties.

Qualifications

- Proven experience in import and export operations within logistics, freight forwarding, transportation, or supply chain environments.
- Solid hands-on knowledge of air freight, ocean freight, and land transportation operations.
- Strong understanding of import/export documentation and customs clearance procedures.
- Ability to manage multiple tasks and priorities in a fast-paced environment.
- Strong communication, coordination, and problem-solving skills.
- Business-level proficiency in English.

Preferred Candidate Profile

- Immediate contributor with practical experience in international logistics operations.
- Able to independently manage end-to-end import/export activities with minimal supervision.
- Detail-oriented, customer-focused, and proactive in addressing operational challenges.

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding.
Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description