



PR/087617 | Spanish Bilingual Logistics Coordinator

Job Information

Recruiter

JAC Recruitment USA

Job ID

1609851

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 10:33

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION SUMMARY

A food trading company is seeking a Logistics Coordinator to support order processing, shipping coordination, and customer service activities. This role works closely with customers, logistics providers, warehouses, and internal teams to ensure efficient order fulfillment and smooth daily operations.

RESPONSIBILITIES

- Manage sales order processing, invoicing, and customer account maintenance.
- Serve as a primary contact for customer inquiries and provide exceptional customer support.
- Coordinate domestic and international shipments with freight forwarders, customs brokers, and customers.
- Support logistics, inventory control, and warehouse operations to ensure timely product delivery.

- Work closely with sales and accounting teams to track orders, resolve issues, and ensure timely collections.
- Participate in inventory counts, regulatory inspections, and other operational projects as assigned.

QUALIFICATIONS

- 2+ years of logistics experience required
- Business-level English proficiency (reading, writing, speaking, and listening)
- Basic Spanish proficiency required; business-level Spanish preferred
- High school diploma required; Bachelor's degree preferred
- Strong communication and teamwork skills
- Positive attitude with the ability to work independently
- Ability to adapt to changing priorities and workload demands

SALARY USD 24.00 - 29.00/Hour (DOE)

LOCATION Los Angeles, CA

WORK STYLE Onsite

BENEFITS

- All paid Health, Dental, and Vision Insurance for employees and their dependents.
- Life Insurance and 401k Plan with company match
- Paid vacation and holidays

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Company Description