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Operations Representative – Global Operations

Job Information

Recruiter
SPOTTED K.K.

Job ID
1616314

Industry
Logistics, Storage

Job Type
Contract

Location
Kanagawa Prefecture

Salary
4 million yen ~ 5.5 million yen

Salary Commission
Commission paid on top of indicated salary.

Refreshed
November 3rd, 2026 19:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Entry Level

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Operations Representative – International Operations

About the Position

An international company is looking for an **Operations Representative** to support its growing operations team.

This role is suited to someone with experience in **logistics, shipping, transportation, or other operational environments** who enjoys coordinating multiple stakeholders and solving problems in a fast-paced setting.

You will work closely with internal teams, customers, suppliers, and external partners to ensure that projects and services are delivered smoothly and efficiently.

Responsibilities

- Coordinate day-to-day operational activities and projects.
- Communicate with customers, suppliers, and external partners.
- Coordinate services and resources required for ongoing operations.
- Obtain and review quotations from suppliers.
- Support pricing and cost management.
- Negotiate with suppliers when appropriate.
- Monitor project progress, deadlines, costs, and service delivery.
- Resolve operational issues and respond to urgent requests.
- Maintain accurate records and operational information.
- Review invoices and supporting documentation.
- Prepare regular operational updates and reports.
- Build and maintain strong relationships with business partners.
- Support business development and identify potential opportunities.
- Work collaboratively with colleagues across different functions and regions.
- Travel when required to support operational activities.
- Take on additional responsibilities as business needs evolve.

Requirements

- Ideal Professional experience in **logistics, shipping, transportation, supply chain, or a related industry** .
- Strong English communication skills.
- For foreign candidate-Strong Japanese communication skills (JLPT N2) or above.
- Good communication and negotiation abilities.
- Strong organizational and time-management skills.
- Ability to manage multiple tasks and priorities.
- Comfortable working in a fast-paced international environment.
- Strong problem-solving and decision-making skills.
- Ability to work independently as well as part of a team.
- Experience working with international customers or suppliers is a plus.

While not required, Preferred experience

- Experience in vessel, port, shipping, or maritime-related operations.
- Experience working with international suppliers or service providers.
- Experience in commercial or operational coordination.
- Additional language skills.
- Experience using Microsoft Office or similar business software.

Ideal Candidate

We are looking for someone who is:

- Proactive and dependable.

- Comfortable communicating with different types of stakeholders.
- Commercially minded and comfortable negotiating.
- Able to remain calm when dealing with urgent situations.
- Detail-oriented while also able to see the bigger picture.
- Adaptable and willing to take ownership of tasks.
- Interested in working in an international environment.

Employment Information

Position: Operations Representative
Employment Type: Contract- Change to become a regular full time employee.
Industry: International Operations / Maritime & Logistics
Travel: Travel across Japan and potencially overseas will be required depending on business needs.

About the Company

Our client is an international organization operating across multiple markets and supporting customers through specialized operational and logistics services.

Further information regarding the company and specific operations will be provided during the recruitment process.

Company Description