Freight Forwarding Specialist (Ocean & Air)

Manage shipments from quote to invoice

Job Information

Recruiter
Cornerstone Recruitment Japan K.K.

Job ID
1623244

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

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General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

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

Location Bunkyo-ku, Tokyo, Japan

Job Type Permanent full-time

Work Style Flextime

Industry Logistics and freight forwarding

Japanese Business level

English Business-level written English

Education Bachelor's degree

Own ocean and air shipments from the first quotation through final invoicing. You will coordinate with carriers, brokers and overseas customers for an international logistics provider and keep time-sensitive shipments moving when plans change.

Responsibilities

- Manage day-to-day ocean and air forwarding and support related land transport.
- Arrange bookings with airlines and shipping lines. Liaise with carriers, non-vessel-operating common carriers, truckers and customs brokers.
- Obtain rates from vendors, prepare customer quotations and issue invoices after shipments are completed.
- Keep overseas customers informed by email in English and manage your assigned shipments in CargoWise.

Work Conditions

- The office is within walking distance of Hongo-sanchome Station. Standard hours are eight per day under a flextime system.
- Social insurance and commuting expenses are covered.

Apply through CareerCross.

Required Skills

Required Qualifications

- Bachelor's degree and experience in ocean or air freight forwarding.
- Business-level spoken and written Japanese, plus business-level written English for overseas correspondence.
- Ability to take ownership of shipments, collaborate with teammates and solve problems under time pressure.

Preferred Qualifications

- Key account management experience, including customer satisfaction and commercial growth.
- Familiarity with project cargo or automotive tire logistics.

Company Description

Confidential client