Global Key Accounts Specialist | Bilingual Logistics

Air & Ocean Freight for Global Clients

Job Information

Recruiter
Cornerstone Recruitment Japan K.K.

Job ID
1623598

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
Japan

Salary
Negotiable, based on experience

Refreshed
November 18th, 2026 14:06

General Requirements

Minimum Experience Level
Over 1 year

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

Help keep shipments on track for key global customers in Japan, from the first shipment notice through final delivery. You'll use Japanese and English to connect sales, operations, and logistics partners. Alongside daily shipment coordination, you'll lead projects that make customer orders easier to track and faster to process.

What you'll do

- Coordinate inbound shipments for key accounts, verify shipment notices and documents, and turn accurate data into orders for fulfillment.
- Support air and ocean imports and exports, prepare customer quotes, and work with freight forwarders and warehouse partners across 3PL and 4PL operations.
- Keep sales and operations teams informed through daily delivery reporting and coordinate a quick response when shipments go off track.
- Improve order workflows and manage value-added logistics projects. Investigate recurring issues and put fixes in place to prevent repeat disruptions.

Apply through CareerCross.

Required Skills

- A bachelor’s degree and at least 1 year of relevant experience in logistics, warehousing, transportation, distribution, freight forwarding, customs, or a related field. Three or more years preferred.
- Business-level Japanese and English.
- Experience managing vendors and using operational metrics to improve performance.
- Strong attention to detail and the ability to troubleshoot quickly across teams.
- Familiarity with advance shipment notices (ASNs), order workflows, or shipment coordination is a plus.
- Applicants should be based in Japan and already have permission to work in Japan.

Company Description