



PR/117927 | Export Administrator (Japanese speaking)

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1538377

業種

物流・倉庫

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2025年05月01日 20:18

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Job Title: Export Administrator

Location: London

Reporting To: CEO

Work from Home Yes : 1-2 days a week

- Support the CEO - Plan any trips , meetings, conferences as needed
- Support current customers in Japan
- Find new develop customers in Japan
- Support as needed new customers
- Answer and respond to daily emails with customers as needed

- Be point person on files and organise internally: samples, freight rates, prepare offers or quotations etc
- Answer any inquiries from new and current customers we have in these markets
- Handle all files and inquiries as instructed and guided by CEO
- Sales reporting, creating budgets
- Checking with Ops department transport / logistics orders being executed on time

You would ideally be:

- Warm and welcoming, you will show ability to be in control and organise multiple files, very good time management skills
- Fluent Japanese, Fluent English
- Applicants must have the right to live and work in the UK without any restrictions
- Fluency in another language would be a bonus
- Excellent time management skills with communication skills and confidence in dealing with clients (internal and external) and service providers

会社説明