



PR/117962 | Logistics 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

1538393

業種

レストラン・フードサービス

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 20:19

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

Position: Logistics Administrator (Japanese Speaking)

Location: North London (Office base role)

Hours: 8:00am to 4:30pm, Mon to Fri

Salary: GBP 25,000-30,000

Key Responsibilities

Planning Shipments: Based on product availability and customer requests.

Tracking Orders: Ensuring timely deliveries and maintaining accurate records.

Preparing Shipping Documents: Including invoices, purchase orders, and bills of lading.

Coordinating Supply Chain Procedures: From coordinating deliveries to managing shipping documentation.

Maintaining Records: Keeping updated records of orders, suppliers, and customers.

Customer Communication: Providing information about the status of their orders.

Key Requirements

Experience: Work experience as a Logistics Administrator, Warehouse Administrator, or similar role.

Skills: Japanese Native level, English Business level

Personality: Team player, can work in small team, reliable, adaptable

*Candidate must have right to work in UK

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会社説明