

# MichaelPage

[www.michaelpage.co.jp](http://www.michaelpage.co.jp)

## Order Management & Sales Support - Global Logistics!

### Logistics Order Management,Sales Support

#### 募集職種

##### 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

##### 求人ID

1538527

##### 業種

物流・倉庫

##### 雇用形態

正社員

##### 勤務地

東京都 23区

##### 給与

500万円 ~ 600万円

##### 更新日

2025年05月05日 18:00

#### 応募必要条件

##### 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

流暢

##### 最終学歴

大学卒：学士号

##### 現在のビザ

日本での就労許可が必要です

#### 募集要項

We are seeking a dedicated candidate to join a leader in the logistics industry. This role is ideal for someone who thrives in a fast-paced environment and will be a mix of order management and inside sales responsibilities.

#### Client Details

This role is for a large organization that is a global leader in the logistics sector. With a strong reputation for excellence and innovation, this company prides itself on delivering high-quality services and maintaining strong relationships with clients and partners worldwide.

#### Description

This role is ideal for someone who thrives in a fast-paced environment and will be a mix of order management and inside sales responsibilities. Among the main tasks:

- Handle spot and liner cargo business enquiries
- Respond to quotation requests

- Manage order management and booking processes
- In-house system input work
- Liaison with the Sales Department and other departments regarding space, schedule and cargo coordination
- Check shipping documents (Bill of lading) and support issuing services.
- Maintain a strong knowledge of company products and services

#### **Job Offer**

- Base salary and Performance-based bonus opportunities
- A positive and professional work environment
- Opportunities for career progression and professional development
- A supportive team culture that values collaboration and innovation

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Davide Capretta at +81 3 6832 8675.

---

#### **スキル・資格**

A successful candidate should have the following qualifications:

- ・ Customer Service experience
- ・ Excellent communication and interpersonal skills
- ・ Experience in logistics/freight forwarding/import-export would be a plus
- ・ Microsoft Office skills (Excel, Word, PPT)
- ・ High business level of Japanese and Good level of English
- ・ A strong team player with a dedication to continuous learning and improvement

---

#### **会社説明**

A global leader in the logistics industry.