



## PR/117983 | Ocean / Air Exports Operations Clerk

### 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

1541585

#### 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20日 13:02

### 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

#### Title

Ocean / Air Exports Operations Clerk

#### Salary

£30,000 - £36,000 per annum

## Job profile

A Japanese global freight forwarding company are looking for an Ocean / Air / Road Export operations clerk.

JOB DESCRIPTION

## Key Responsibilities:

- freight export and Customs clearances.
- Handling Sea - 70%/Air - 20% / Road – 10% export shipments.
- Speaking to customers on a daily basis.
- Liaising with shipping lines, airlines, handling agents, transporter, Customs, and overseas offices.
- Raising files, documents and invoices
- Arrange collections

## Key Skills:

- At least 2-3 years hands-on operational sea freight forwarding experience.
- Good working knowledge of logistics, shipping lines, airlines.
- Export Customs entry experience.
- Must be punctual, quick learner and be willing to learn all areas of the operation.
- Be able to demonstrate a good level of work efficiency and accuracy.
- Someone who enjoys working in a team and can cooperate well with other team members.
- Professional customer service skills.
- Professional communicator. (fluent English: reading, writing, speaking, polite telephone manner, emails)
- Commercial awareness, understanding of basic profit/loss.

## What we offer:

- Full training in all areas of the operation.
- BIFA-certified training. (if required).
- Opportunities for professional development and progression.
- Being part of a strong and dedicated team.
- Opportunity to be part of a growing office in a well-established global organisation.

## Location

West London

Hours

Mon – Friday 0900am – 0500pm

Start Date

ASAP

Visa

Eligible to work in the UK without any restriction

About our client

A Japanese global freight forwarding company

#LI-JACUK

#citylondon

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会社説明