



## PR/118053 | Japanese Speaking 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

1543403

#### 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06月17日 14:01

### 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

Japanese Speaking Exports Operations Clerk

#### Salary

£26,000 - £27,000 per annum

## Job profile

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

JOB DESCRIPTION

## PRIMARY RESPONSIBILITIES

- Arrange and coordinate shipments in accordance with customer requirements.
  - Liaise with carriers, hauliers and other service providers to secure bookings and ensure timely departure of shipments.
  - Monitor and track shipments, providing regular updates to customers.
  - Prepare and complete all necessary export documentation.
  - Ensure compliance with international shipping regulations, customs requirements, and trade restrictions.
  - Verify accuracy of shipping documentation and resolve any discrepancies promptly.
  - Act as the primary point of contact for customers, providing exceptional service and addressing inquiries related to export shipments.
  - Communicate proactively with customers regarding shipment status and any potential delays.
  - Coordinate the handling and packaging of goods for sea/airfreight shipments.
  - Monitor and coordinate the handling of special cargo, such as hazardous materials.
  - Obtain and compare quotes from various carriers to secure competitive rates.
  - Monitor and control shipping costs, identifying opportunities for cost savings without compromising service quality.

## KNOWLEDGE AND SKILL REQUIREMENTS

- Basic English reading, writing, and arithmetic skills required. Minimum high school diploma or equivalent.
- Knowledge of office processes, procedures, and technology.
- Two years of office experience.
- Good communication skills.

## Location

West London

## Hours

Mon – Friday 0900am – 05300pm

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

---

会社説明