



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

1559349

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10月07日 01:00

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

無し

日本語レベル

無し

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 – 0530pm

Start Date

ASAP

Visa

Eligible to work in the UK without any restriction

About our client

A Japanese global freight forwarding company

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明