

PR/087617 | Spanish Bilingual Logistics Coordinator

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1609851

業種
レストラン・フードサービス

雇用形態
正社員

勤務地
アメリカ合衆国

給与
経験考慮の上、応相談

更新日
2026年10月27日 15:00

応募必要条件

職務経験
1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
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

POSITION SUMMARY

A food trading company is seeking a Logistics Coordinator to support order processing, shipping coordination, and customer service activities. This role works closely with customers, logistics providers, warehouses, and internal teams to ensure efficient order fulfillment and smooth daily operations.

RESPONSIBILITIES

- Manage sales order processing, invoicing, and customer account maintenance.
- Serve as a primary contact for customer inquiries and provide exceptional customer support.
- Coordinate domestic and international shipments with freight forwarders, customs brokers, and customers.
- Support logistics, inventory control, and warehouse operations to ensure timely product delivery.

- Work closely with sales and accounting teams to track orders, resolve issues, and ensure timely collections.
- Participate in inventory counts, regulatory inspections, and other operational projects as assigned.

QUALIFICATIONS

- 2+ years of logistics experience required
- Business-level English proficiency (reading, writing, speaking, and listening)
- Basic Spanish proficiency required; business-level Spanish preferred
- High school diploma required; Bachelor's degree preferred
- Strong communication and teamwork skills
- Positive attitude with the ability to work independently
- Ability to adapt to changing priorities and workload demands

SALARY USD 24.00 - 29.00/Hour (DOE)

LOCATION Los Angeles, CA

WORK STYLE Onsite

BENEFITS

- All paid Health, Dental, and Vision Insurance for employees and their dependents.
- Life Insurance and 401k Plan with company match
- Paid vacation and holidays

#LI-JACUS #LI-US #countryUS

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会社説明