

Operations Representative – Global Operations

募集職種

人材紹介会社
株式会社SPOTTED

求人ID
1616314

業種
物流・倉庫

雇用形態
契約

勤務地
神奈川県

給与
400万円 ~ 550万円

歩合給
固定給+歩合給

更新日
2026年11月17日 00:00

応募必要条件

職務経験
3年以上

キャリアレベル
新卒・未経験者レベル

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
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

Operations Representative – International Operations

About the Position

An international company is looking for an **Operations Representative** to support its growing operations team.

This role is suited to someone with experience in **logistics, shipping, transportation, or other operational environments** who enjoys coordinating multiple stakeholders and solving problems in a fast-paced setting.

You will work closely with internal teams, customers, suppliers, and external partners to ensure that projects and services are delivered smoothly and efficiently.

Responsibilities

- Coordinate day-to-day operational activities and projects.
- Communicate with customers, suppliers, and external partners.
- Coordinate services and resources required for ongoing operations.
- Obtain and review quotations from suppliers.
- Support pricing and cost management.
- Negotiate with suppliers when appropriate.
- Monitor project progress, deadlines, costs, and service delivery.
- Resolve operational issues and respond to urgent requests.
- Maintain accurate records and operational information.
- Review invoices and supporting documentation.
- Prepare regular operational updates and reports.
- Build and maintain strong relationships with business partners.
- Support business development and identify potential opportunities.
- Work collaboratively with colleagues across different functions and regions.
- Travel when required to support operational activities.
- Take on additional responsibilities as business needs evolve.

Requirements

- Ideal Professional experience in **logistics, shipping, transportation, supply chain, or a related industry** .
- Strong English communication skills.
- For foreign candidate-Strong Japanese communication skills (JLPT N2) or above.
- Good communication and negotiation abilities.
- Strong organizational and time-management skills.
- Ability to manage multiple tasks and priorities.
- Comfortable working in a fast-paced international environment.
- Strong problem-solving and decision-making skills.
- Ability to work independently as well as part of a team.
- Experience working with international customers or suppliers is a plus.

While not required, Preferred experience

- Experience in vessel, port, shipping, or maritime-related operations.
- Experience working with international suppliers or service providers.
- Experience in commercial or operational coordination.
- Additional language skills.
- Experience using Microsoft Office or similar business software.

Ideal Candidate

We are looking for someone who is:

- Proactive and dependable.

- Comfortable communicating with different types of stakeholders.
- Commercially minded and comfortable negotiating.
- Able to remain calm when dealing with urgent situations.
- Detail-oriented while also able to see the bigger picture.
- Adaptable and willing to take ownership of tasks.
- Interested in working in an international environment.

Employment Information

Position: Operations Representative
Employment Type: Contract- Change to become a regular full time employee.
Industry: International Operations / Maritime & Logistics
Travel: Travel across Japan and potencially overseas will be required depending on business needs.

About the Company

Our client is an international organization operating across multiple markets and supporting customers through specialized operational and logistics services.

Further information regarding the company and specific operations will be provided during the recruitment process.

会社説明