Freight Forwarding Specialist (Ocean & Air)

Manage shipments from quote to invoice

募集職種

人材紹介会社
Cornerstone Recruitment Japan 株式会社

求人ID
1623244

業種
物流・倉庫

雇用形態
正社員

勤務地
東京都 23区

給与
経験考慮の上、応相談

更新日
2026年11月16日 15:55

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
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

Location Bunkyo-ku, Tokyo, Japan

Job Type Permanent full-time

Work Style Flextime

Industry Logistics and freight forwarding

Japanese Business level

English Business-level written English

Education Bachelor's degree

Own ocean and air shipments from the first quotation through final invoicing. You will coordinate with carriers, brokers and overseas customers for an international logistics provider and keep time-sensitive shipments moving when plans change.

Responsibilities

- Manage day-to-day ocean and air forwarding and support related land transport.
- Arrange bookings with airlines and shipping lines. Liaise with carriers, non-vessel-operating common carriers, truckers and customs brokers.
- Obtain rates from vendors, prepare customer quotations and issue invoices after shipments are completed.
- Keep overseas customers informed by email in English and manage your assigned shipments in CargoWise.

Work Conditions

- The office is within walking distance of Hongo-sanchome Station. Standard hours are eight per day under a flextime system.
- Social insurance and commuting expenses are covered.

Apply through CareerCross.

スキル・資格

Required Qualifications

- Bachelor's degree and experience in ocean or air freight forwarding.
- Business-level spoken and written Japanese, plus business-level written English for overseas correspondence.
- Ability to take ownership of shipments, collaborate with teammates and solve problems under time pressure.

Preferred Qualifications

- Key account management experience, including customer satisfaction and commercial growth.
- Familiarity with project cargo or automotive tire logistics.

会社説明

Confidential client