

**DACHSER**  
Intelligent Logistics

Ocean Freight Export Coordinator/海上貨物輸出コーディネーター（ハイブリッドワークあり）

3年以上のフォワーダー業界経験をお持ちの方歓迎！

## Job Information

### Hiring Company

[Dachser Japan K.K.](#)

### Job ID

1473310

### Industry

Logistics, Storage

### Company Type

Large Company (more than 300 employees) - International Company

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards

### Salary

4 million yen ~ 6 million yen

### Salary Bonuses

Bonuses paid on top of indicated salary.

### Refreshed

June 24th, 2024 03:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Native

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

Permission to work in Japan required

## Job Description

### JOB PURPOSE

Managing the full export process for a shipment, coordinate with customer and oversee agents to ensure deliveries are made in good time.

### MAIN TASKS

- Handle shipment from A-Z (booking, data input, invoicing, SI/VGM, pre-alert, tracing, etc.)
- Ensure daily operations are followed & completed as work instructions

- Full responsible for data accuracy into system & released to customers
  - Well co-ordination with other teams (sales/pricing/accounting) to make sure cargoes are handled smoothly as per SOP
  - Check P&L carefully on each single job file & raise if any issue (loss/high cost)
  - Efficient communication with customers, carriers, vendors & related parties to ensure cargoes are handled timely & properly
  - Monitor all outstanding issues & report to direct supervisor for extraordinary issues
  - Ensure all assignments are done within provided deadline
  - Understand & ensure all company/department policies/regulations are followed
  - Understand KPI & ensure to follow strictly & in line with company compliance
  - Other tasks as assigned by direct supervisor
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## Required Skills

### **YOUR QUALIFICATIONS**

- At least 2~3 year experience in freight forwarding industry
  - Knowledge on ocean transport, export documents, export regulation
  - Good PC operations knowledge and MS Office
  - Good command of English and Japanese (written and spoken)
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