

**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

November 25th, 2024 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Basic

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 Japanese (written and spoken)
 - English conversational level
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Company Description