



## International Trade Administrator/国際貿易事務 | 海外クライアントのリロケーション支援

輸入/輸出、物流、貨物輸送、ホスピタリティ/ホテル業界経験者歓迎！

### Job Information

#### Hiring Company

[UniGroup Worldwide-Japan](#)

#### Job ID

1481896

#### Industry

Other (Distribution, Retail, Logistics)

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

3.5 million yen ~ 4.5 million yen

#### Refreshed

July 11th, 2024 08:00

### General Requirements

#### Minimum Experience Level

Over 1 year

#### 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

#### Essential Duties and Responsibilities:

- Handling Import & Export Job Files as well as Intra-Japan files.
- Liaison with different parties including suppliers, customs broker, freight forwarders, overseas partners offices to ensure a smooth door to door services.
- Handling of complaints, service recovery, claims and insurance
- Overall Coordination – vendor relations, client contacts, shipping document management, correspondences with involved parties, operation statistics management assistance.
- Vendor Management—Service Quality Control and Improvement.
- Billing of invoices to meet deadlines and AR / AP invoice management assistance.
- Overall Coordination for Branch Manager– survey set-up, quote follow-up / job closing assistance, client contacts, and sales statistics management assistance.
- Cooperate with Branch Manager or Sales for Job related matters.
- Assisting Branch Manager for office general affairs management.

#### About UniGroup

UniGroup is a cooperative committed to delivering industry-leading transportation solutions for its customers and members. Focused on a premier customer experience with an emphasis on quality and innovation, UniGroup is the nation's largest household goods relocation organization, with a portfolio of world-class brands including United Van Lines, Mayflower Transit, UniGroup Logistics and UniGroup Worldwide.

---

## Required Skills

### Qualifications:

- First/Primary language Japanese with strong English language skills in written and oral English.
  - Previous experience in Freight Forwarding, International Trade, International Hotel or foreign organization is preferred.
  - Strong organizational and logistical coordination skills
  - Ability to communicate effectively in writing and in-person
  - Strong interpersonal skills with a high degree of professionalism
  - Strong attention to detail
  - Strong capacity to prioritize and multitask under a set timeline
  - MS Office (Word, Excel, PowerPoint) and basic computer literacy is required
  - Colleague diploma or above
- 

## Company Description