



PR/117608 | Import / Export Operator

Job Information

Recruiter

JAC Recruitment UK

Job ID

1504126

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Netherlands

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:39

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company: Logistics/Transport Company

Position: Import / Export Operator

Salary: Euro 35K-39K per annual

Location: Ridderkerk, Rotterdam (office base)

Main tasks:

- Performing the correct administrative tasks for incoming and outgoing goods such as requiring, filing, and sending of the correct documents needed for transport
- Handling incoming goods and performing activities, such as checking items
- Handling outgoing goods and selecting the right mode of transportation
- Monitoring the outgoing shipments when they leave the warehouse and ensuring they arrive at the destination on time. Taking appropriate action if arrival is delayed

- Maintaining contact with client regarding their incoming or outgoing goods and discussing specific needs and requirements
- If necessary, assist in activities regarding customs and ensuring compliance with local and destination law
- Ensuring the correct invoicing to clients

Education, skills and specific requirements:

- Post-secondary vocational education
- Prior experience in logistics or a relevant job area (transportation, import/export, shipping etc.)
- **Good understanding of English**
- Basic computer skills (Word, Excel, PowerPoint)
- Valid residence or work permit in the Netherlands
- Had customer service experience

Personal characteristics and competences:

- Responsible
- Planning and organization
- Quality oriented mindset
- Problem solving mindset
- Planning and organization
- Independent

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Company Description