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## Operation Staff

### Operation Staff - Global Logistics

#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1514356

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

January 2nd, 2025 13:28

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

This position for an Operation Staff member is an exciting opportunity for an individual with a passion for logistics, looking to contribute to a Transport & Distribution company based in Tokyo. The role involves coordinating and managing logistics operations, ensuring smooth and efficient processes.

#### Client Details

This global organization is an established entity within the Transport & Distribution sector. With a strong and dedicated workforce, it's renowned for its commitment to providing excellent service to its worldwide clientele. The organization prides itself on its strategic approach to logistics and distribution, ensuring it stays at the forefront of the industry.

#### Description

- The Operation Staff will make arrangement of imports and exports of sea and air freight.
- Booking, BL, issuance of Arrival Notices to shipping companies and airline agencies, customs clearance requests, truck arrangements, and payment collection.
- Entry of shipping data into the system. (Cargo Wise System)
- The customers and products handled are diverse.
- Send and receive e-mails regarding shipping information with overseas branch members.

**Job Offer**

- Comprehensive insurance benefits
- A supportive and professional work environment
- Opportunity to work in a global organization within the Transport & Distribution sector
- A role based in the vibrant city of Tokyo

We welcome all qualified candidates who are passionate about logistics and ready to take their career to the next level. Apply now and be a part of our global team.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Maribeth Mockovak on +XX XXXX XXXX (NS phone number)

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**Required Skills**

A successful Operation Staff should have:

- A degree in a relevant field
  - Experience in logistics, particularly within the Transport & Distribution industry
  - Those who have been involved in trade affairs or import and export arrangements
  - Strong problem-solving skills
  - Excellent communication and interpersonal skills
  - Ability to work in a fast-paced environment
  - Knowledge of industry regulations and standards
  - Proficiency in Microsoft Office Suite
  - Bilingual (Fluent Japanese, Business English)
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**Company Description**

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