

「プロだからわかる、あなたのスキルが活躍の場所」  
60以上の業界・職種に特化した専門チームがサポート

Robert—  
Walters

【英語を活かす】 オーシャンオペレーション事務員/ Ocean Ops Clerk

グローバル物流企業にて、オーシャンオペレーション事務員の求人がございます。

## Job Information

**Recruiter**

Robert Walters Japan (ロバート・ウォルターズ)

**Hiring Company**

グローバル物流企業

**Job ID**

1525364

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 5 million yen

**Work Hours**

お問い合わせください

**Holidays**

完全週休2日制, 土日祝日休み, 有給休暇

**Refreshed**

April 21st, 2025 01:00

## General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

## Job Description

A global logistics company is looking for an Ocean Ops Clerk. The selected candidate will handle data entry, shipment tracking, customer coordination, and pricing tasks. This is a hybrid role.

A leading player in the global logistics and transportation sector, this company excels in providing integrated supply chain solutions. With a strong presence in Japan, it offers comprehensive services designed to streamline and enhance the efficiency of international and domestic logistics operations.

**Keywords:**

Job Ref: LPAXCR

**Responsibilities:**

- Enter data to create B/L and billing invoices, and upload documents
- Coordinate with carriers for space booking and arrival notifications
- Update shipment milestones to maintain traceability
- Communicate with customers for shipment arrangements, customs clearance, and issue resolution
- Liaise with overseas branches for pre-alerts, tracking, billing, and problem-solving
- Follow standard operating procedures to ensure compliance and efficiency
- Maintain accuracy and timeliness in daily operations
- Provide pricing support by gathering carrier rates and creating quotations
- Participate in training to enhance performance and operational knowledge

**Requirements:**

- Bachelor's degree or above in freight forwarding or logistics is ideal
- More than 1 year of experience in logistics or freight forwarding
- Proficient in written and verbal English

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**Company Description**

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.