

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！

募集職種

採用企業名

Dachser Japan K.K.

求人ID

1473310

業種

物流・倉庫

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

400万円 ~ 600万円

ボーナス

固定給+ボーナス

更新日

2024年07月08日 03:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

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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スキル・資格

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 English and Japanese (written and spoken)
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会社説明