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Operation Staff

Operation Staff - Global Logistics

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1514356

業種

物流・倉庫

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2025年01月02日 13:28

応募必要条件

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

流暢

最終学歴

大学卒：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

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)

スキル・資格

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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会社説明

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