

**MichaelPage**

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## Airfreight Coordinator for Global LOGISTICS Company

### Airfreight Coordinator -Customer Service

#### 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

1524806

#### 業種

物流・倉庫

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

500万円 ~ 600万円

#### 更新日

2025年03月05日 17:57

#### 応募必要条件

#### キャリアレベル

新卒・未経験者レベル

#### 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

The Airfreight coordinator will be responsible for coordinating Airfreight export shipments, preparing and managing documentation, liaising with airlines and clients, and ensuring timely delivery of goods.

#### Client Details

Our client is a large organization within the Transport & Distribution industry with a global presence.

#### Description

The Airfreight coordinator will be responsible for coordinating Airfreight export shipments, preparing and managing documentation, liaising with airlines and clients, and ensuring timely delivery of goods. Among the main responsibilities:

- Book and manage air freight shipments with airlines/forwarders
- Prepare and submit all necessary documentation for customs clearance, including invoices, packing lists
- Track shipments throughout the transportation process and provide timely updates to customers and internal stakeholders.
- Resolve any issues that may arise during shipment, such as delays damages, or discrepancies.

- Identify and implement cost-saving measures to improve profitability.

#### Job Offer

- A competitive salary range
- A very international Team and job scope
- The opportunity to make a significant impact in the logistics department

We encourage all candidates who believe they possess the skills and experience necessary for this role to apply. This is a fantastic opportunity for an Airfreight Coordinator to take their career to the next level in the Transport & Distribution industry.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Davide Capretta at +81 3 6832 8675.

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#### スキル・資格

Attention to detail and the ability to work in a fast-paced environment are crucial for success in this role. Among the main requirements to succeed in the position:

- Air Freight forwarding experience
- English business and Japanese business, minimum level of JLPT N2 or higher.
- Microsoft Office skills especially MS Excel.
- Team-player

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#### 会社説明

Our client is a large organization within the Transport & Distribution industry with a global presence.