

「プロだからわかる、あなたのスキルが活きる場所」
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。

募集職種

人材紹介会社

ロバート・ウォルターズ (Robert Walters)

採用企業名

グローバル物流企業

求人ID

1525364

業種

物流・倉庫

雇用形態

正社員

勤務地

東京都 23区

給与

400万円 ~ 500万円

勤務時間

お問い合わせください

休日・休暇

完全週休2日制, 土日祝日休み, 有給休暇

更新日

2025年04月07日 04:00

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

ビジネス会話レベル

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

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

会社説明

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.