

**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**

1529397

**業種**

物流・倉庫

**雇用形態**

正社員

**勤務地**

東京都 23区

**給与**

450万円 ~ 600万円

**更新日**

2025年07月21日 11:00

**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.