



About Nippon Recruitment

Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies or companies doing business with Japan. On behalf of our customer, a multinational Japanese logistics services provider, we are looking for a

Logistics Coordinator, Amsterdam (984) Fluency in English and Japanese

Company information

Our customer is a multinational logistics services provider. They are located in Amsterdam with the global HQ in Japan.

Job description

As Logistics Administrator & Coordinator, you will be responsible for:

- Confirming quantity, delivery date and shipment method of purchase orders
- Creating invoices
- Keeping track of the status of orders and shipping schedule
- Sharing up-to-date shipping information with 3P logistics provider
- Managing shipping claims for reimbursement of possible loss or damage to shipments
- Ad-hoc administrative tasks including office management

Job requirements

In order to qualify for this versatile and challenging position, required are at least the following criteria:

- 1+ years of experience in logistics industry is required
- English and Japanese language skills on a native level, Dutch language will be plus
- Good command of MS Office
- Flexibility and capability of dealing with changes

Employment Type

Full-time, 9:00-17:30

Are you looking for the new opportunity? Please send your CV to Izumi Sawada (application@nipponrecruitment.com) or call +31 6 3013 7769.