



NISSIN INTERNATIONAL TRANSPORT U.S.A., INC.

Household Moving Supervisor I (Bi-lingual - Japanese)

FLSA Status: Non-Exempt

Location: Marysville, Ohio

Department: Household moving division

Status: Full time

Hours: 8:00 am-5:00 pm - overtime may be required – some travel

Position Description:

Under the direction and supervision of the Household Moving Manager, the Household Moving Supervisor shall travel offsite and assist to pack and process International export shipments of personal effects.

Responsibilities/Essential Functions:

- Packing air and ocean personal effects using company provided packing materials on or offsite
- Movement of packed cargo to/from House or Apartment to/from Nissin warehouse
- Preparing an accurate bingo sheet for all packed boxes.
- Must keep accurate notes per shipment. Must update notes accordingly.
- Advise Manager of any delays, problems and/or question any irregularities discovered within assigned transactions.
- Maintain a positive attitude when conducting business, even under stressful conditions with Customers, vendors.
- Conduct pre-survey at Customer house, prepare and submit estimate for their relocation.
- Prepare shipping documents, data entry and create invoices for export, import and domestic shipment
- Perform as a crew leader for Export, Import and domestic job site with multiple workers
- Process and approve time cards for each period
- Process Oracle invoices to both Customer and overseas affiliates
- Assist in import/export documentation as needed

Qualifications:

- Minimum high school diploma required
- Native proficiency with bilingual (English/Japanese) skills – reading, writing, speaking skills in Japanese

- Possess excellent written and verbal communication skills
- Strong customer service skills;
- Possess cross-cultural understanding, particularly with Japanese customers
- Must be detailed oriented and able to set priorities.
- Must be able to work well in a team environment, as well as being able to work independently
- Must be able to multi-task and work under stressful conditions.
- Able to use Microsoft Office applications, including Excel and Word, at minimum
- Work well among Japanese clientele
- Able to lift 50 lbs. or more in performance of duties
- Overtime required as needed

The above job description identifies the essential job functions and skills needed by one person assigned to this position. These job functions and skills are not intended to be a complete and exhaustive list of all responsibilities, duties and skills required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. The information contained herein is subject to change at the company's discretion.

To apply, visit: www.nitusa.com and click on "careers"