

## Logistics Operations Specialist

**Location:** Guangzhou

**Sector:** Logistics, Freight forwarding; Trading

**Starting date:** ASAP

**Job Reference:** CDS2025078

### ABOUT THE COMPANY

Our client is a foreign-owned company specializing in international trading between China and Africa.

### MISSION

They are searching for a logistics operations specialist to support the smooth execution of daily **logistics and freight forwarding** operations. The role focuses on accurate documentation, shipment coordination, and operational follow-up to ensure timely, compliant, and efficient cargo movement. Working closely with internal teams, carriers, agents, and customs partners, the position contributes to reliable service delivery and continuous improvement of operational processes.

### RESPONSIBILITIES

- Support day-to-day freight forwarding operations for ocean, air, and multimodal shipments.
- Prepare, check, and manage all shipment documentation, including commercial invoices, packing lists, bills of lading, certificates of origin, and customs-related documents.
- Assist with booking arrangements, shipment scheduling, and coordination with carriers, warehouses, customs brokers, and overseas agents.
- Follow up on shipment status, track cargo movements, and report operational updates internally and to clients as required.
- Support customs clearance processes by ensuring documentation accuracy and compliance with trade and regulatory requirements.
- Handle routine operational issues and escalate exceptions or incidents in a timely manner.
- Assist with freight cost verification, billing support, and coordination with finance teams.
- Maintain organized operational records and contribute to the continuous improvement of SOPs and documentation workflows.
- Provide operational support to senior team members to ensure smooth and timely shipment execution.

### REQUIREMENTS

- 2–5 years of experience in logistics or freight forwarding operations, with hands-on experience in documentation and daily operational tasks.
- Good understanding of freight forwarding processes, including booking, customs documentation, shipment planning, and follow-up.

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult [ccifc.org](http://ccifc.org)

- Prior experience in a **freight forwarding or logistics company** is required; exposure to **West and Central Africa** trade lanes is a strong advantage.
- Fluent in **English and Chinese**, able to handle daily operational communication and documentation.
- Strong attention to detail, high sense of responsibility, and ability to work under operational deadlines.
- Willingness to learn, follow procedures, and grow within an operations-focused role.
- Proficient in Excel and basic logistics or customs-related systems.

#### APPLICATION

Please send your resume and your motivation letter to: [sc-recruitment@ccifc.org](mailto:sc-recruitment@ccifc.org)

**Mail subject:** Your name | Job title - location [Job reference]

Ex. Your name | Logistics Operation specialist - Guangzhou [CDS2025078]

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult [ccifc.org](http://ccifc.org)