



LOGISTIC ASSISTANT / ロジスティックス部アシスタント

食品製造機器の世界最大メーカー。フルフレックスタイム制

Job Information

Recruiter

Ascent Global Partners K.K.

Hiring Company

Well-known food manufacturing equipment company

Job ID

1483592

Industry

Other (Manufacturing)

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - Other Areas

Salary

5 million yen ~ 6 million yen

Refreshed

August 16th, 2024 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

主な業務内容 main job contents-Job includes the following assignments:

1. 会社目標、販売予測、販売履歴データに基づいて在庫管理

Inventory control based on company targets, sales forecasts and sales history data.

2. 納品書、請求書等の作成を含む受発注処理・データ入力

Process and input sales and purchase orders, including creation of delivery notes, invoices, etc.

3. 営業・技術部門、サプライヤー、外注物流業者と連携して顧客と納期交渉を行う

Negotiate delivery lead time with customers, in coordination with sales and technical department, suppliers and with the outsourcing logistic vendors.

4. 3PL 管理

3PL management.

5. 本社および物流委託先と連携した輸入手続き全般

Handle all import procedures in coordination with the head office and the logistics contractor.

6. データ入力と社内レポート作成(日次、週次、月次)

Data input and preparation of internal reports (daily, weekly and monthly).

7. 顧客の注文処理と代理店管理

Customer order processing and distributor management.

8. その他庶務(各種書類の作成/管理、来客対応、会議準備など)

Other office work (paperwork, visitors, meeting/convention arrangement and operation)

9. 電話対応、当番あり

Telephone call/receive.

Required Skills

経験: 少なくとも 3 年、できれば国際企業または貿易会社で勤務。

Experience: Experience: minimum 3 years, preferably within international or trading companies.

理想的な背景: 輸出入と物流、強力な PC スキルと英語スキルが必要、イタリア語の知識があれば尚可

Ideal background: import/export and logistic, strong PC and English language skills required, knowledge of Italian a plus

PC 知識、主に中級以上の excel、word、outlook の実務経験 ※SAP 等の基幹システムの使用経験があれば尚可

PC skills: Intermediate level; especially, experience of Excel /word and Outlook at work. SAP or similar systems experience.

電話対応経験、数字に強く、整理整頓が得意な方

Strengths: phone call handling, numbers/ data analyze, organizing things.

中小企業での経験者(大手企業のみ、アパレル関係のみの方は考慮ください)

Work experience in middle-small companies, not only big company and not only in apparel industries.

優れた自己管理能力、自発的、学習意欲が高い、責任感あり、優れた対人スキル、顧客とスムーズにやり取りする能力、チームと和気あいあいと仕事に取り組める、完璧主義ではなく柔軟な対応力がある人

High self-management skill, proactive, willingness to learn, responsibility, good communication skill between customers, colleague, and other related people. Team building and work in unity, NOT perfectionist and think flexibly.

Company Description