



Michael Page

www.michaelpage.co.jp

Order Coordinator Export Operations at Manufacturing Company!

Order Coordinator Export Operations

Job Information

Recruiter

Michael Page

Job ID

1485800

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 6 million yen

Refreshed

July 9th, 2024 10:37

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

You will be handling orders, shipping, and export documentation for spare parts ordered by customers

Client Details

A global manufacturing company

Description

You will be handling orders, shipping, and export documentation for spare parts ordered by customers. Among the main responsibilities:

- Handle customer requests, claims, quotations, orders, export operations
- Follow up on sales activities and build relationships with customers and relevant departments, and provide input
- Track order progress and collect reports, and identify causes of delays

- Manage inventory, arrange delivery, and prepare and maintain trade documents
- Propose and implement continuous improvement of logistics processes and cost reduction.
- Provide logistics and export support for logistic utilizing SAP

Job Offer

- Very flexible work environment with great work-life-balance
- Chance to communicate with global teams / global job scope
- Mobility opportunities (both internal and outside of Japan)

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.

Required Skills

The Team is looking for candidates with the following main qualifications:

- Experience of export operations in logistics industry
 - Effective communication and problem-solving skills with clients and stakeholders
 - Project management experience and strategic planning skills.
 - Fluent communication skills in Japanese and English
 - PC skills (Excel, data entry and Word, table insertion)
 - SAP experience ideal but not mandatory
 - Experience in the manufacturing industry would be preferred
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Company Description

A global manufacturing company in the marine and energy market.