

Order Coordinator for Manufacturing Company!

Order Coordinator, Manufacturing Company

Job Information

Recruiter

Michael Page

Job ID

1491429

Industry

Machinery

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6 million yen

Refreshed

August 26th, 2024 13:53

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Receiving orders from global companies and shipping out of the factory to overseas; exporting shipping documents (bookings are done by different logistics department, needs to instruct logistics team to dispatch the orders).

Client Details

A global manufacturing company in the marine and energy market.

Description

- Coordinate customer inquiries, quotations, orders, export operations, and claims based on target processes and KPIs
- Track order progress, compare with schedules, collect progress reports, and identify causes of delays
- Resolve claims, analyze, identify cause, and implement recurrence prevention measure
- 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

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
 - 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.