



## PR/117728 | Logistics Operation Officer

### Job Information

**Recruiter**

JAC Recruitment UK

**Job ID**

1512717

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Netherlands

**Salary**

Negotiable, based on experience

**Refreshed**

January 7th, 2025 23:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Company: Electronic equipment

Position: Logistics Operation Officer

Salary: around Euro 3,000 per month

Location: Rotterdam

**Job Detail:**

Logistics Coordination:

-Coordinate with the Operations Manager or Assistant Manager to arrange outbound shipments, ensuring all sales orders are completed on time and deliveries are punctual, whether local or international.

-Communicate with third-party warehousing companies, forwarders, and sister companies upon receiving shipping instructions, processing customer orders according to their requirements.

-Collaborate closely with third-party warehousing companies and operations team members to ensure export shipments are properly arranged and meet customer specifications.

-Accurately record shipments in the designated log.

-Assist in generating sales invoices upon receiving billing instructions from the Assistant Manager.

-Respond to order inquiries from National Distributors and process purchase orders in the ERP system.

-Coordinate with the headquarters in Japan to confirm stock availability and provide other requested information to National Distributors.

-Work with the Operations Manager or Assistant Manager to arrange inbound shipments, ensuring all necessary documents are in order.

**Administration:**

-Answer calls from external parties and handle email correspondence.

-Manage office and IT inventories, including computers, printers, and network equipment, acting as the point of contact for IT vendors.

-Support expatriates from Japan, including translating from Dutch to English.

-Organize and maintain all administrative records and documents.

**Requirements:**

- Diploma holder preferably in Logistics / Transportation / Supply Chain Management with related working experiences.

or

- Degree holder preferably in Logistics / Transportation / Supply Chain Management
- Fluent English Speaker / Writing skill
- Skilled Microsoft Word/Excel User (formula/ pivot), preferably PowerBI
- Preferably experienced Business Central or Navision

\*Candidates must have right to work in NL.

#cityrotterdam #netherland #jac\_uk #LI\_JACUK

---

**Company Description**