



## PR/093840 | Assistant to Supply Chain Management Director (Japanese Speaking)

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1513459

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

February 18th, 2025 13:01

### 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 OVERVIEW**

A Japanese company is looking for **Assistant to Supply Chain Management Director (Japanese Speaking)** position.

Location: Ba Ria – Vung Tau

**JOB RESPONSIBILITIES**

- Assist the SCM Director in daily operations and strategic planning.
- Observe the customer's demands/requests, and share the obtained information/ your ideas among the team.
- In order to achieve the profitable business to both customers and factory, it is essential to understand the importance of working as a team, not only SCM but also including the factory (such as Production, QC etc).
- Willingness and desire to understand and know our own items is necessary.

- Also it is necessary to have a sense of cost/profit, understand demand/supply of coffee industry.
- Improving the team work is essential. Inspire the colleagues for better solutions, and share the ideas among the team first before disclosing it to the others.
- Good communication skills are required - such as, being a good listener, ability to summarize the topic, ability to speak logically, clarify the issues etc.
- Ensure compliance with industry regulations and company policies.

## JOB REQUIREMENTS

- Desired university degree in related fields (Supply Chain Management, Logistics, Business Administration, International Business, Economics ...etc).
- Knowledge of involved areas (Supply Chain and Logistics, Procurement and Sourcing, Compliance and Regulations)
- Language Skills: **English business level, Japanese: N3-N2**
- **At least 2-3 years relevant experience in Supply Chain Management**
- Ability with Windows tools (Word, Excel, PowerPoint, Outlook)
- Data Analysis
- Synthesis and problem-solving skills
- Communication and Negotiation
- Human relations skills

## Benefit:

- Time work: Mon – Fri 8:00 - 17:00
- Annual performance and salary review.
- Allowances as company policy
- Periodic health examination.
- Annual company trip.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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Company Description