

**MichaelPage**

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## Order Export Coordinator for Manufacturing Company

### Order Coordinator, Manufacturing Company

#### Job Information

**Recruiter**

Michael Page

**Job ID**

1514328

**Industry**

Machinery

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4.5 million yen ~ 6 million yen

**Refreshed**

December 31st, 2024 10:48

#### 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.

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#### **Required Skills**

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

- Experience of import/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.