



Manager, Distribution & Logistics - Japan

Making the world healthier and happier!

Job Information

Hiring Company

[Herbalife of Japan Co., Ltd.](#)

Job ID

1514616

Division

Distribution & Logistics

Industry

Food and Beverage

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Ginza Line, Tameike Sanno Station

Salary

Negotiable, based on experience

Work Hours

9時～17時30分

Holidays

土日祝、年末年始、夏休み休暇、誕生日休暇、ファミリーケアギビング休暇

Refreshed

February 5th, 2025 09:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 25%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

REPORTS TO Senior Director, Distribution & Logistics, APAC & China

POSITION SUMMARY STATEMENT (defines the major functions/purpose of the position)

Responsible for managing and leading a team to deliver effective Distribution & Logistics Operations in areas for Warehousing, Planning, Inventory Control, Logistics, Transportation, 3PL Management, Exports, Operations Compliance, Project Management, Process Improvement and Strategy to ensure high performance & service standards

DETAILED RESPONSIBILITIES/DUTIES: List the expectations for each job responsibility including quality and quantity standards to which the incumbent is required to perform and receive a rating for during the Performance Appraisal.

Leadership

- Oversee the day-to-day support operations that facilitate the smooth running of distribution and logistics activities. Ensure that all support tasks are performed efficiently and align with overall operational goals
- Owns decisions related to daily management and operational improvements within the distribution and logistics support functions
- Coordinate with internal departments (such as Planning, GTS, Controller, Member Relations) and external partners (including carriers and third-party logistics providers) to ensure cohesive operation and resolve any logistical issues
- Manage and develop the logistics support team, providing training, guidance, and performance management to ensure a high-performing team
- Work on strengthening Supply Chain Org / talent development to support market requirements. Develop team members, succession planning for future leaders

Warehouse Operations

- Develop Warehousing Infrastructure & Partners with adequate capacity / technologies to manage processing of Pickup / Home Deliveries with high service standards to the Members
- Ensure all Warehousing locations are compliant with local regulatory & company Quality Requirements for Storage / Handling & Distribution of Herbalife Products
- Drive Sustainability in Warehousing Operations

Logistics / Distribution Operations

- Ensure an effectiveness in country distribution network for supply of Herbalife Products
- Drive import / export operations for Herbalife Products ensuring clearances are in line with current import/export codes, regulations

3PL Management

- Drive Negotiations / Bidding projects in coordination with GSS, Regional teams for selecting / developing Partners to provide Supply Chain Services
- Implement an effective 3PL warehouse management program through frequent 3PL reviews & ensure Partners meet agreed KPIs

Product Access / Project Management

- Support Business requirements for better Product Access along with review of trending Distribution models
- Drive process improvements within the distribution and logistics support functions to increase efficiency, reduce costs, and improve service quality

Inventory Planning

Support planning team with driving forecasting accuracy, S&OP meetings to help inventory replenishment, maintaining total inventory at optimal levels

Inventory Control / Operations Compliance

- Ensure all distribution and logistics activities comply with regulatory requirements and internal policies. Monitor compliance and adapt practices to meet changing regulations and standards.
- Drive inventory accuracy with proper controls at all Herbalife Inventory storage locations.
- Ensure Procedures are developed / updated for all local country operations
- Closure of Internal Audit, SOX & Quality Audit findings

Others

- Monitor Dept Performance & ensure Distribution & Logistics KPIs are met
- Conduct monthly reviews and provide monthly reports for Corp / local / Regional Management.
- Provide support to key Sales Events of the Company as and when required
- Coordinate with Contract Manufacturers for local product manufacturing

SUPERVISORY RESPONSIBILITIES:

Directly manages & lead the Distribution & Logistics Operations comprising of Planning, Warehousing, Logistics, Inventory Control teams

ORGANIZATIONAL RELATIONSHIPS

Interacts with all levels throughout organization; locally, regionally and at Home Office; Members, Customers, Service Providers

Also attending monthly S&P and PT meetings where you will participate in discussions with Distributors.

WORK ENVIRONMENT: In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job within the environment.

- The office is clean, orderly, properly lighted and ventilated.
- Noise levels are considered low to moderate.

I have read and understand the essential functions of the job and know that other duties may be assigned and/or changed at any time

Required Skills

MINIMUM QUALIFICATIONS: The following are the minimum qualifications an individual needs in order to successfully perform the duties and responsibilities of this position.

Skills/Education/Experience:

Bachelor's degree in Business Administration / Business Science and/or Logistics

- At least 10 years working experience in Supply Chain Operations Management, with minimum 5 years management role
- Educational background in Supply Chain , Logistics / Certification in CPIM are preferred.
- Strong Leadership & People Management skills along with the ability to function as an effective team member and work well in a moderate stressful environment
- Good project management, strong analytical, planning & negotiation skills.
- Good communication skills in English (both Oral & Written), presentation and reporting skills. Bilingual as native speaker for local market
- Experience with order management & customer handling
- Strong Computer skills including the complete Microsoft Office package
- Experience with inventory control systems and ERP software is a must, prefer Oracle, industry certificate is a plus
- Result Oriented , Good time management and multi-tasking management skills , ability to prioritize works for effective implementation
- Ability to carry out responsibilities with minimum supervision , direction
- Good organizational and problem solving skills with the ability to changing priorities
- Ability to interact effectively with all levels.
- Good Understanding of Local Regulations impacting Product Storage & Distribution
- Innovation / Solution Driven for process improvement
- Ability to adapt as the external environment and organization evolves.

PHYSICAL DEMANDS: In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job.

- Must be able to see, hear, speak and write clearly in order to communicate with employees and/or other customers
- Manual dexterity required.

Light: Office work, some lifting, considerable walking

Company Description