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## Inventory Coordinator

### Inventory Coordinator- Global IT

#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1515832

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Saitama Prefecture

**Salary**

Negotiable, based on experience

**Refreshed**

January 16th, 2025 19:30

#### General Requirements

**Career Level**

Entry Level

**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

This role is for an Inventory Coordinator in the Technology & Telecoms industry. The ideal candidate will be responsible for managing inventory, coordinating with the logistics team, and ensuring timely and accurate delivery of technological equipment.

#### Client Details

Our client is a large organization in the Technology & Telecoms industry. They provide cutting-edge solutions and services to clients across Japan and internationally. Renowned for their strong commitment to high-quality customer service, they consistently strive for excellence in all areas of their operations.

#### Description

- Manage and maintain the company's material and stocked product inventory including stock profiles and stock locations.
- Maintain and manage inventory of technological equipment and telecom devices.
- Liaise with the logistics team to ensure timely delivery of products to clients.
- Implement inventory tracking system to streamline our business operations.
- Conduct regular inventory audits and provide detailed reports to the management team.

- Collaborate with other team members to ensure business goals are met.
- Identify areas of improvement and work to improve supply systems.
- Ensure compliance with all company policies and procedures.

#### **Job Offer**

- Comprehensive insurance benefits.
- A chance to work in a diverse and multicultural environment.
- Opportunities for professional growth and career advancement.
- A vibrant and inclusive company culture that values employee well-being.

We encourage all candidates who believe they can fulfill these requirements to apply. This is a chance to be part of a company that values its employees and offers a rewarding career in the Technology & Telecoms industry.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Maribeth Mockovak on +XX XXXX XXXX (NS phone number)

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#### **Required Skills**

A successful Inventory Coordinator should have:

- A degree in Supply Chain Management, Logistics, Business Administration, or a related field.
- Proficiency in inventory management software and databases.
- Strong knowledge of data analysis, inventory management, and forecasting techniques.
- Excellent organizational and multitasking skills.
- Strong communication and negotiation abilities.
- Proficiency in English and Japanese language.

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