



## Supply Chain Coordinator at Global Healthcare

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### Job Information

**Recruiter**

en world Japan K.K

**Hiring Company**

Global Healthcare Company

**Job ID**

1530303

**Industry**

Pharmaceutical

**Company Type**

Large Company (more than 300 employees) - International Company

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards, Chiyoda-ku

**Train Description**

Yamanote Line Station

**Salary**

4 million yen ~ 5 million yen

**Hourly Rate**

2000

**Work Hours**

9:00 - 18:00

**Refreshed**

April 16th, 2025 11:01

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation (Amount Used: English usage about 25%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

### Job Description

- Assist with order processing and supply chain coordination.

- Handle invoice processing and supply chain coordination.

- Utilize **Oracle EBS Enterprise Resource Planning system** to manage transactions.
  - Oversee shipment logistics, coordinating with **TSPs, customs brokers, and suppliers**.
  - Handle invoice-related processing on a monthly basis.
  - Prepare and submit required reports regularly.
  - Collaborate with internal stakeholders, including **Supply Chain Coordinators, Quality Assurance, IT, Finance, and Procurement**.
  - Work in an agile, fast-paced global environment with a focus on continuous improvement ( **KAIZEN mindset**).
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## Required Skills

- **Minimum 3 years of experience** in **Supply Chain, Logistics, Procurement, Customer Service**.
  - **Japanese and English reading comprehension**.
  - Strong interpersonal and communication skills (verbal & written).
  - Proficiency in **MS Office applications**.
  - Ability to work independently with minimal supervision.
  - Detail-oriented with the ability to handle ambiguity.
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## Company Description