



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 2nd, 2025 10:59

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