



Logistics Coordinator 【物流・倉庫・在庫管理 | 経験が浅い方歓迎】

APAC及び欧州チームと連携して英語力活かせます。多様性が尊重される環境

募集職種

採用企業名

Evernex Japan株式会社

求人ID

1462865

部署名

Logistics

業種

Sler・システムインテグレーター

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

300万円 ~ 450万円

更新日

2024年07月12日 08:00

応募必要条件

職務経験

1年以上

キャリアレベル

新卒・未経験者レベル

英語レベル

基礎会話レベル

日本語レベル

ネイティブ

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

Role Summary

logistics Coordinator is responsible to direct receiving, warehousing and distribution operations. You will oversee the efficient receipt, storage, value-adding servicing and dispatch. Be able to ensure productivity targets are achieved and that all warehouse processes are running smoothly and promptly is the main goal. This person will manage the warehouse on his/her own. No team management will be involved.

Reports To: Operations Lead & Country Manager

Business Unit: Tokyo, Japan

Department: Logistics

Job Level: Junior-level

Accountabilities

- Manage warehouse in compliance with company's policies and vision
- Supervise daily activities of the warehouse, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service
- Schedule and oversee warehouse team to meet the demands of the fulfillment center, and manage the flow and quality of work to maximize efficiency and minimize overtime
- Inspect equipment, tools, and machinery regularly, and oversee general maintenance as needed
- Meet regularly with warehouse leads to review, analyze, and develop actionable plans for productivity and loss prevention
- Liaise with clients, suppliers and transport companies
- Plan work rotas, assign tasks appropriately and appraise results
- Produce reports and statistics regularly (IN/OUT status report, dead stock report etc.)
- Receive feedback and monitor the quality of services provided
- Conduct cycle count periodically

About Evernex

Evernex is a growing French International company (part of 3i group) specializing in maintaining IT systems in an operational state. Our innovative offer addresses both the IT needs and sustainable development issues of our clients.

Specialists in IT support maintenance, hardware recycling and professional services, we are expanding our operations in Japan and are looking for a dynamic and self-motivated individual to help us succeed in our goals.

スキル・資格

Experience, Knowledge, Skills

- Proven work experience in Stock Keeping or Warehousing is desirable
- Expertise in warehouse procedures and best practices
- Hands on experience with warehouse management software and databases
- Native level Japanese
- Basic English skill is recommended for use of an internal stock management software and email communication.
- Excellent communication skills

A Plus to have

- Certifications in Warehouse/Logistics or equivalent

Working Condition and Environment

- Located in Tokyo

会社説明