

Order Coordinator at Manufacturing Company!

Order Coordinator - Manufacturing

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1484561

業種

その他（メーカー）

雇用形態

正社員

勤務地

東京都 23区

給与

550万円 ~ 750万円

更新日

2024年07月10日 00:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

You will be handling inquiries, quotations and orders and assuring correctness throughout the process.

Client Details

A global manufacturing company in the marine and energy market.

Description

Among the main responsibilities, you will engage in:

- Handling inquiries, quotations and orders and assuring correctness
- Follow-up on deliveries
- Communication / Negotiation of additional information required, lead times, returns and claims
- Act as a link between external customers and various departments involved in the Newbuild delivery process
- Close cooperation and follow-up with Account Managers in relevant parties abroad

Job Offer

- Very flexible work environment with great work-life-balance
- Chance to communicate with global teams / global job scope
- Mobility opportunities (both internal and outside of Japan)

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Davide Capretta at +81 3 6832 8675.

スキル・資格

The Team is looking for candidates with the following main qualifications:

- Ideally experience handling similar tasks at a multinational manufacturing company
 - Knowledge of import/export operations
 - Attention to detail with administrative work, comfortable with numbers
 - PC skills (Excel, data entry and Word, table insertion)
 - Project management experience
 - Fluent communication skills in Japanese and English
 - SAP experience ideal but not mandatory
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会社説明

A global manufacturing company in the marine and energy market.