

Order Coordinator Export Operations at Manufacturing Company!

Order Coordinator Export Operations

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

1485800

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

450万円 ~ 600万円

更新日

2024年07月09日 10:37

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

流暢

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 orders, shipping, and export documentation for spare parts ordered by customers

Client Details

A global manufacturing company

Description

You will be handling orders, shipping, and export documentation for spare parts ordered by customers. Among the main responsibilities:

- ・ Handle customer requests, claims, quotations, orders, export operations
- ・ Follow up on sales activities and build relationships with customers and relevant departments, and provide input
- ・ Track order progress and collect reports, and identify causes of delays

- Manage inventory, arrange delivery, and prepare and maintain trade documents
- Propose and implement continuous improvement of logistics processes and cost reduction.
- Provide logistics and export support for logistic utilizing SAP

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:

- Experience of export operations in logistics industry
 - Effective communication and problem-solving skills with clients and stakeholders
 - Project management experience and strategic planning skills.
 - Fluent communication skills in Japanese and English
 - PC skills (Excel, data entry and Word, table insertion)
 - SAP experience ideal but not mandatory
 - Experience in the manufacturing industry would be preferred
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会社説明

A global manufacturing company in the marine and energy market.