



PR/117728 | Logistics Operation Officer

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1510400

業種

その他（商社）

雇用形態

正社員

勤務地

オランダ

給与

経験考慮の上、応相談

更新日

2024年12月11日 18:41

応募必要条件

職務経験

3年以上

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

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Company: Electronic equipment

Position: Logistics Operation Officer

Salary: around Euro 3,000 per month

Location: Rotterdam

Job Detail:

Logistics Coordination:

-Coordinate with the Operations Manager or Assistant Manager to arrange outbound shipments, ensuring all sales orders are completed on time and deliveries are punctual, whether local or international.

-Communicate with third-party warehousing companies, forwarders, and sister companies upon receiving shipping instructions, processing customer orders according to their requirements.

-Collaborate closely with third-party warehousing companies and operations team members to ensure export shipments are properly arranged and meet customer specifications.

-Accurately record shipments in the designated log.

-Assist in generating sales invoices upon receiving billing instructions from the Assistant Manager.

-Respond to order inquiries from National Distributors and process purchase orders in the ERP system.

-Coordinate with the headquarters in Japan to confirm stock availability and provide other requested information to National Distributors.

-Work with the Operations Manager or Assistant Manager to arrange inbound shipments, ensuring all necessary documents are in order.

Administration:

-Answer calls from external parties and handle email correspondence.

-Manage office and IT inventories, including computers, printers, and network equipment, acting as the point of contact for IT vendors.

-Support expatriates from Japan, including translating from Dutch to English.

-Organize and maintain all administrative records and documents.

Requirements:

- Diploma holder preferably in Logistics / Transportation / Supply Chain Management with related working experiences.

or

- Degree holder preferably in Logistics / Transportation / Supply Chain Management
- Fluent English Speaker / Writing skill
- Skilled Microsoft Word/Excel User (formula/ pivot), preferably PowerBI
- Preferably experienced Business Central or Navision

*Candidates must have right to work in NL.

#cityrotterdam #netherland #jac_uk #LI_JACUK

会社説明